

DEPARTMENT OF INFRASTRUCTURE AND TRANSPORTATION

SUPPLEMENTARY INFORMATION

FOR LEGISLATIVE REVIEW

2009-2010 DEPARTMENTAL EXPENDITURE ESTIMATES

PREFACE

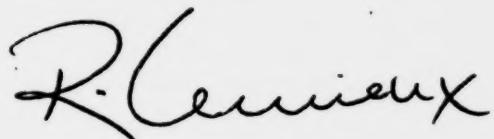
This document has been produced by the Department of Infrastructure and Transportation as a departmental supplement to its Printed Estimates of Expenditure. It is intended to provide background information on the department which should complement the information already contained in the Printed Estimates of Expenditure. It is hoped this additional information will assist members of the Legislature in their review of the department's estimates.

The contents of this supplement are organized into five parts. The first part provides an overview of the Department of Infrastructure and Transportation's 2009/2010 budget requirements. The second part provides program and financial information including details of staffing requirements and expenditures. The information in part two is organized on the basis of existing main appropriations so that it will provide an easy cross reference to the Printed Estimates of Expenditure. The third part provides information on the Capital Investment program. The fourth part provides a five year historical budget comparison. The fifth part provides program and financial information on the department's Special Operating Agencies. A standard glossary of terms is also included at the end of the document.

Since October 2002 the employer's share of current service contribution has been included in department appropriations for new employees. Beginning in 2009/10 the employer's share of current service contributions for all employees has been included in department appropriations and the 2008/09 estimates have been adjusted for comparative purposes.

In prior years, Part B – Capital Investment for all departments was provided in a separate section of the Estimates of Expenditures, however in this year's estimates Part B – Capital Investment authority has been included with Part A – operating authority to provide a clearer picture of the total expenditure authority to be voted for a department.

This document has been developed to assist members of the Legislature in the review of the Printed Estimates of Expenditure. It is hoped that it will provide a meaningful information supplement and that it will meet the needs of the users of the information. I welcome feedback as to the usefulness of this supplementary information.



HONOURABLE RON LEMIEUX
MINISTER OF INFRASTRUCTURE
AND TRANSPORTATION

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PART 1

DEPARTMENTAL

OVERVIEW

DEPARTMENT OF INFRASTRUCTURE AND TRANSPORTATION

MINISTER

HONOURABLE RON LEMIEUX

DEPUTY MINISTER

ANDREW T. HOROSKO

VISION

A unified department proactively leading the delivery of excellent and sustainable public infrastructure and services for Manitoba.

MISSION

Enable economic prosperity and social well-being for Manitobans through partnership and integrated stewardship of safe, reliable and efficient infrastructure, transportation and logistics services.

ROLE

Establish and manage public infrastructure in the areas of provincial highways, northern airports, marine services, water and flood control works and highway bridges and structures.

Develop, communicate and administer commercial motor carrier regulatory and safety services in a manner that protects highway infrastructure and promotes the economy.

Plan, develop and evaluate transportation policies, programs, systems and legislation, and advise and support government in the development of transportation policies, plans, programs and legislation.

Provide safe, quality and sustainable working environments for the delivery of public programs through acquisition, planning, project management, design and engineering, parking and security services.

Operate specialized services to government including Lifeflight, fire suppression and general air transport, procurement services, fleet vehicles, crown lands and property, and materials and mail distribution.

Provide central agency administrative support in the delivery of intergovernmental and non-governmental infrastructure and economic development funding initiatives.

Assist municipalities with the development of sustainable water and wastewater works.

Administer regulations and authorities through appropriate boards and committees.

**STATUTORY RESPONSIBILITIES OF THE
MINISTER OF INFRASTRUCTURE AND TRANSPORTATION**

C340 The Crown Lands Act

- Sections 1 to 4, 9, 11 to 13.1, 15, 20, subsections 23 (1) and (2), sections 24 to 26, 30 and 34
- Sections 5 to 7.1(1), 7.3, 7.6, 8, 14, 16 to 18, 21, 22 and subsection 23(3) insofar as they relate to the disposition of Crown lands and agricultural Crown lands, other than setting fees or rents or issuing work permits

D104 The Drivers and Vehicles Act
(administered by Manitoba Public Insurance)

F133 The Manitoba Floodway Authority Act

G70 The Government Air Services Act

G80 The Government House Act

G90 The Government Purchases Act

H40 The Highways and Transportation Act

H50 The Highways Protection Act

H60 The Highway Traffic Act

H65 The Highways and Transportation Construction Contracts Disbursement Act

L40 The Land Acquisition Act

O31 The Off-Road Vehicles Act

P20 The Provincial Parks Act

- Sections 1 and 16, subsection 21(1), section 22, clauses 32(b), (f), (i), (j), (k), 33(u) and subsection 34(1) of the Act and the *Debt Certificate Regulation*, M.R. 140/96

P300 The Public Works Act

R15 The Provincial Railways Act

T10 The Taxicab Act

T140 The Trans-Canada Highway Act

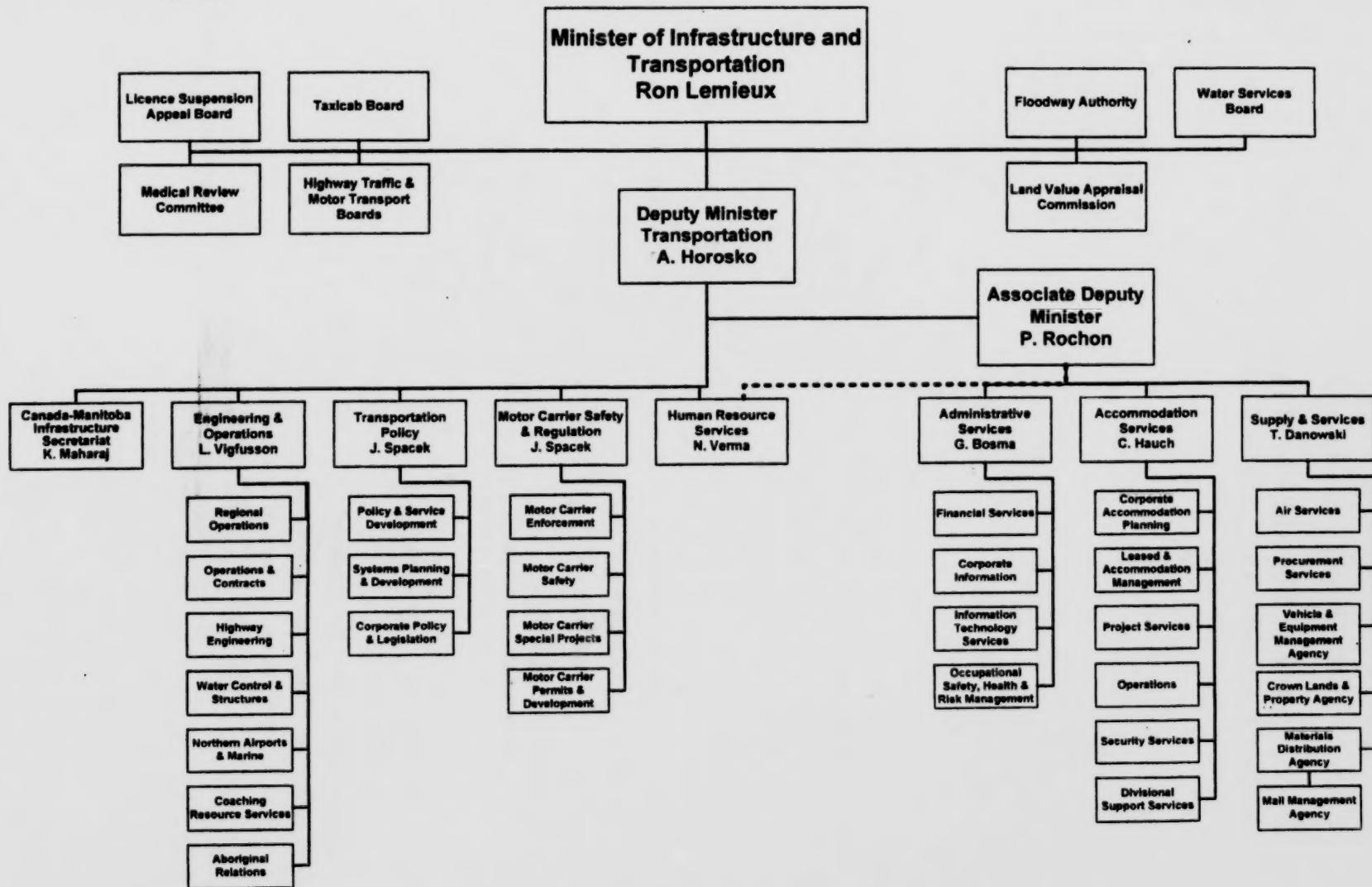
W70 The Water Resources Administration Act

- Whole Act (except sections 16, 17 and 18) insofar as it relates to the construction and maintenance of water control works, but excluding the planning and direction of water control works

W90 The Manitoba Water Services Board Act

W140 The Wild Rice Act

- Sections 1 and 2, subsection 8(2), 10 to 13, 15, 16, 18 to 23 and clause 31(e)



SCHEDULE 3

**DEPARTMENT OF INFRASTRUCTURE AND TRANSPORTATION
SUMMARY OF PROGRAMS**

PART A - OPERATING

	ESTIMATES OF EXPENDITURE 2009/10 \$(000s)	CHANGE FROM 2008/09 %	ESTIMATES OF EXPENDITURE 2008/09 \$(000s)*
1. Administration and Finance	12,330	6.0	11,627
2. Highways and Transportation Programs	77,691	3.5	75,045
3. Government Services Programs	51,153	4.2	49,082
4. Infrastructure Works	194,569	8.3	179,706
5. Manitoba Water Services Board	11,145	0.8	11,054
6. Canada-Manitoba Agreements	6,305	35.3	4,660
7. Costs Related to Capital Assets	212,958	6.9	199,138
TOTAL APPROPRIATIONS FOR INFRASTRUCTURE AND TRANSPORTATION	566,151	6.8	530,312

SUMMARY OF PART A - OPERATING

Operating Expenditures	338,732	6.4	318,311
Capital Grants	14,461	12.4	12,863
Costs Related to Capital Assets:			
General Assets	33,326	13.1	29,457
Infrastructure Assets	179,632	5.9	169,681
TOTAL APPROPRIATIONS FOR INFRASTRUCTURE AND TRANSPORTATION	566,151	6.8	530,312

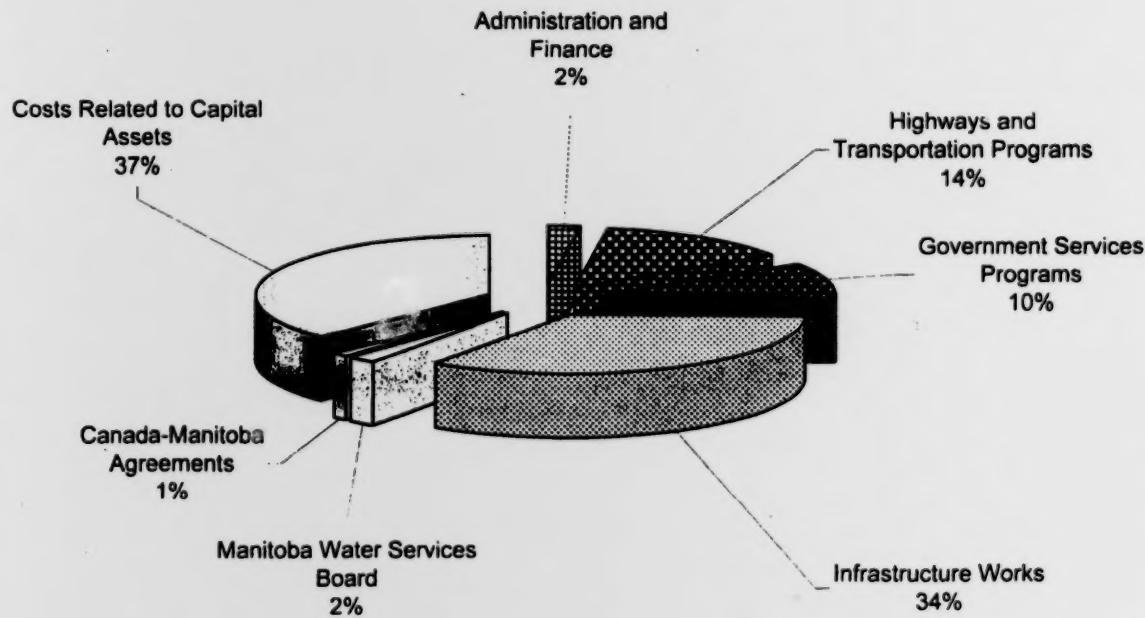
PART B - CAPITAL INVESTMENT

Capital Assets			
General Assets	157,037	40.1	112,111
Infrastructure Assets	550,171	25.2	439,317
TOTAL PART B - CAPITAL INVESTMENT	707,208	28.3	551,428

SCHEDULE 3A**DEPARTMENT OF INFRASTRUCTURE AND TRANSPORTATION*****Reconciliation Statement - \$(000s)****PART A - OPERATING**

Printed Estimates of Expenditure 2008/09	527,011
Transfer of function from:	
- Science, Technology, Energy and Mines	75
Transfer of function to:	
- Finance	(130)
- Science, Technology, Energy and Mines	(86)
Allocation of funds from:	
- Employee Pensions and Other Costs	6,650
- Enabling Appropriations re: Internal Service Adjustment	353
Allocation of funds to:	
- Science, Technology, Energy and Mines	(199)
Restatement of Costs Related to Capital Assets	(3,362)
Estimates of Expenditure 2008/09 (Adjusted)	<u>530,312</u>

Percentage Distribution of Expenditures by Division
Chart 1



SCHEDULE 4

**DEPARTMENT OF INFRASTRUCTURE AND TRANSPORTATION
EXPENDITURE SUMMARY
BY SALARIES AND EMPLOYEE BENEFITS
OTHER EXPENDITURES, RECOVERIES, CAPITAL GRANTS
AND COSTS RELATED TO CAPITAL ASSETS**

ELEMENT	ESTIMATES OF EXPENDITURE		ESTIMATES OF EXPENDITURE	
	2009/2010	\$(000'S)	2008/2009	\$(000'S)
SALARIES & EMPLOYEE BENEFITS (Details on Schedule 5)		166,709		165,941
OTHER EXPENDITURES (Less Recoverable from other Appropriations)	145,762		141,419	
	<u>(111,086)</u>	34,676	<u>(105,597)</u>	35,822
CAPITAL GRANTS		14,461		12,863
INFRASTRUCTURE WORKS (Less Salaries & Recoveries)	211,950		224,494	
	<u>(74,603)</u>	137,347	<u>(107,946)</u>	116,548
COSTS RELATED TO CAPITAL ASSETS (Less Recoverable from other Appropriations)	219,966		204,119	
	<u>(7,008)</u>	212,958	<u>(4,981)</u>	199,138
TOTAL		566,151		530,312

DEPARTMENT OF INFRASTRUCTURE AND TRANSPORTATION
FULL-TIME EQUIVALENT SUMMARY BY APPROPRIATION

NO.	NO.	DIVISION/BRANCH	ESTIMATES OF EXPENDITURE		ESTIMATES OF EXPENDITURE	
			2009/10 \$(000'S)		2008/09 \$(000'S)	
			FTE	SALARIES*	FTE	SALARIES
APP.						
15.1	15-1	Administration and Finance				
	(a)	Minister's Salary	1.00	46	1.00	45
	(b)	Executive Support	12.00	1,011	12.00	975
	(c)	Administrative Services	14.00	866	12.00	799
	(d)	Financial Services	21.00	1,377	21.00	1,309
	(e)	Human Resource Services	31.00	2,149	28.00	2,051
	(f)	Information Technology Services	19.00	3,534	19.00	3,410
	(g)	Occupational Safety, Health and Risk Management	7.00	472	7.00	450
	(h)	Lieutenant Governor's Office	3.00	220	3.00	210
		TOTAL	108.00	9,675	103.00	9,249
15.2	15-2	Highways and Transportation Programs				
	(a)	Division Executive Office	15.00	1,383	14.00	1,241
	(b)	Operations and Contracts				
	(1)	Special Operations	9.00	697	8.00	607
	(2)	Contracts	18.40	1,360	18.40	1,305
	(3)	Construction Support Services	13.00	965	13.00	891
	(4)	Operational Services	9.60	650	9.60	625
	(c)	Water Control and Structures				
	(1)	Design and Construction	34.00	2,865	33.00	2,702
	(2)	Water Control Operations	29.00	2,228	28.00	2,117
	(3)	Preservation and Planning Services	10.00	830	9.00	727
	(d)	Motor Carrier Safety and Regulation	85.31	5,413	85.31	4,936
	(e)	Regional Offices				
	(1)	Eastern Region	47.00	3,008	47.00	2,942
	(2)	South Central Region	38.00	2,518	38.00	2,437
	(3)	South Western Region	44.00	3,067	44.00	2,956
	(4)	West Central Region	35.00	2,416	35.00	2,355
	(5)	Northern Region	31.00	2,322	31.00	2,217
	(f)	Other Jurisdictions	10.00	646	10.00	620
	(g)	Planning, Design and Property Services				
	(1)	Planning and Design	32.50	2,059	32.50	1,964
	(2)	Property Services	3.00	242	3.00	217
	(h)	Northern Airports & Marine Services	118.07	7,792	114.07	7,015
	(i)	Materials Engineering	43.40	3,236	43.40	2,915
	(j)	Traffic Engineering	22.00	1,652	22.00	1,589
	(k)	Transportation Policy	29.00	2,451	26.50	2,105
	(m)	Boards and Committees				
	(1)	Motor Transport and Highway Traffic Boards	3.00	306	3.00	292

**DEPARTMENT OF INFRASTRUCTURE AND TRANSPORTATION
FULL-TIME EQUIVALENT SUMMARY BY APPROPRIATION**

APP. NO.	NO.	DIVISION/BRANCH	ESTIMATES OF EXPENDITURE		ESTIMATES OF EXPENDITURE	
			2009/10		2008/09	
			FTE	SALARIES*	FTE	SALARIES
		(2) Licence Suspension Appeal Board And Medical Review Committee	3.00	294	3.00	277
		(3) Taxicab Board	8.00	597	8.00	563
		TOTAL	<u>690.28</u>	<u>48,997</u>	<u>678.78</u>	<u>45,615</u>
15.3	15-3	Government Services Programs				
	(a)	Project Services	42.00	4,302	42.00	4,167
	(b)	Major Projects	9.00	994	6.00	748
	(c)	Operations	382.19	24,354	370.19	22,867
	(d)	Leasing Accommodation Management and Parking	20.00	1,332	20.00	1,284
	(e)	Divisional Support Services	20.18	1,687	20.18	1,639
	(f)	Security Services	98.79	5,311	98.79	5,154
	(h)	Corporate Accommodation Planning	7.00	712	7.00	694
	(i)	Procurement Services	32.60	2,284	32.60	2,195
	(j)	Government Air Services	80.00	7,436	80.00	6,904
		TOTAL	<u>691.76</u>	<u>48,412</u>	<u>676.76</u>	<u>45,652</u>
15.4	15-4	Infrastructure Works				
	(a)	Maintenance & Preservation Program	964.29	53,734	970.29	52,491
	(b)	Mechanical Equipment Services	0.00	0	151.33	7,413
	(f)	Waterway Maintenance Projects	16.99	3,488	16.99	3,254
		TOTAL	<u>981.28</u>	<u>57,222</u>	<u>1,138.61</u>	<u>63,158</u>
15.5	15-5	Manitoba Water Services Board	-	1,854	-	1,765
15.6	15-6	Canada-Manitoba Agreements	7.00	549	7.00	502
TOTAL FOR DEPARTMENT OF INFRASTRUCTURE AND TRANSPORTATION			<u>2,478.32</u>	<u>166,709</u>	<u>2,604.15</u>	<u>165,941</u>

*All salary figures, with the exception of the Minister's, include employee benefits as defined in the glossary.

DEPARTMENT OF INFRASTRUCTURE AND TRANSPORTATION
FULL-TIME EQUIVALENT SUMMARY 2009/2010
BY STAFF CATEGORY

Categories	Division													
	Administration and Finance		Highways and Transportation Programs		Government Services Programs		Infrastructure Works		Manitoba Water Services Board		Canada-Manitoba Agreements		TOTAL	
	FTE	\$	FTE	\$	FTE	\$	FTE	\$	FTE	\$	FTE	\$	FTE	\$
Managerial	9.00	889	29.00	3,021	16.00	1,434	-	-	-	111	1.00	104	55.00	5,559
Professional/ Technical	53.00	5,182	488.47	31,040	583.98	36,981	981.28	49,288	-	1,181	1.00	66	2,107.73	123,738
Administrative Support	46.00	2,397	172.81	10,873	91.78	4,820	-	-	-	319	5.00	305	315.59	18,714
Board Members	-	-	-	260	-	-	-	-	-	-	-	-	-	260
TOTAL	108.00	8,468	690.28	45,194	691.76	43,235	981.28	49,288	-	1,611	7.00	475	2,478.32	148,271

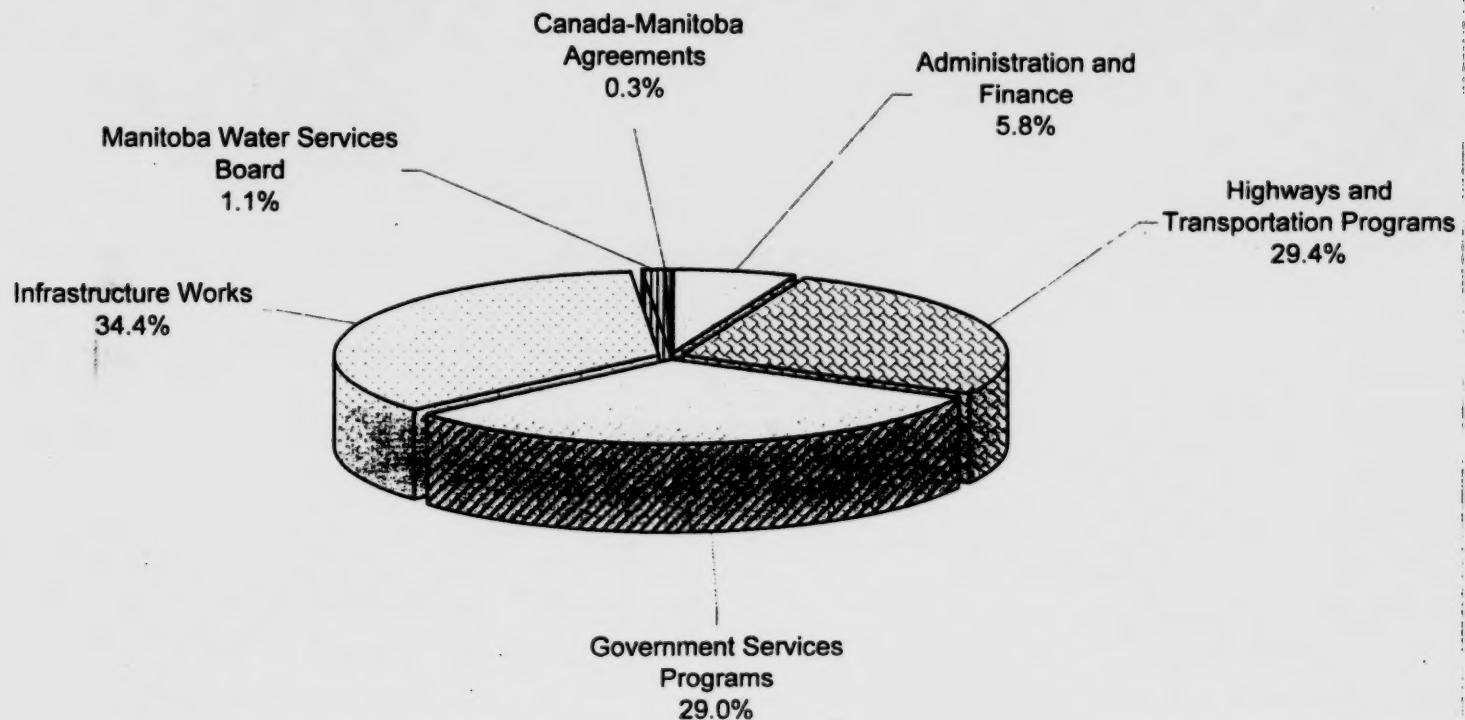
EXPLANATION:

¹ Fractions of full-time equivalent represent weeks of employment. For example: 0.50 FTE means 26 weeks of employment.

² Reconciliation of Salary Amounts

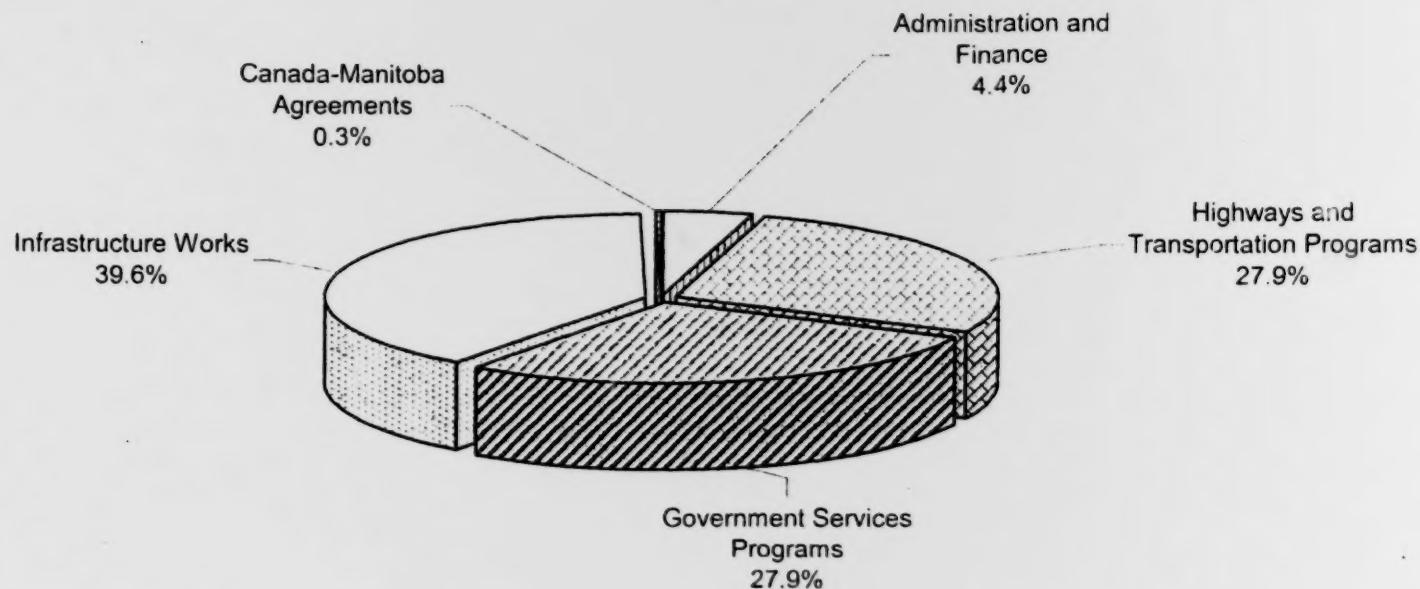
Total Salary Costs per above	148,271
Employee Benefits	23,700
Allowance for Staff Turnover	(5,262)
Net Salary Costs per Schedule 5	166,709

Percentage Distribution of Salaries
Chart 2



Percentage Distribution of Full Time Equivalents

Chart 3



PART 2

**PART A – PROGRAM AND
FINANCIAL INFORMATION**

Resolution No.	Approp. No.	Infrastructure and Transportation (15) Details of Appropriation	Estimates of Expenditure 2009/10 \$(000's)	Estimates of Expenditure 2008/09 \$(000's)
15.1	1.	ADMINISTRATION AND FINANCE	12,330	11,627
		<ul style="list-style-type: none"> • Coordinates the departmental administration and planning process, policies and programs, manages the communication and planning programs, including departmental corporate response services, provides for the departmental occupational safety and health and risk management programs. • Develops and administers corporate financial policy and oversight, provides centralized accounting services, financial planning and review services and financial reporting services, administers the accommodation cost recovery program. • Provides human resource management services in the areas of training, career counselling, resource planning, job classification, labour relations, staffing and payroll and benefits administration. • Coordinates information systems activities within the department to ensure appropriate deployment of related resources in addressing management information needs. • Provides administrative oversight for the Highway Traffic & Motor Transport Board, the Taxicab Board, the License Suspension Appeal Board, pay indemnities for the Land Value Appraisal Commission and provides for Lt. Governor's Office expense. 		
a)	Minister's Salary		46	45
b)	Executive Support		1,136	1,100
c)	Administrative Services		1,716	1,419
d)	Financial Services		1,763	1,691
e)	Human Resource Services		2,443	2,303
f)	Information Technology Services		4,314	4,189
g)	Occupational Safety, Health and Risk Management		563	541
h)	Lieutenant Governor's Office		322	312
i)	Land Value Appraisal Commission		27	27
			12,330	11,627

SUB-APPROPRIATION 15-1A**MINISTER'S SALARY**

Provides for the additional compensation to which an individual appointed to the Executive Council is entitled.

SALARIES & EMPLOYEE BENEFITS	Estimates of Expenditure 2009/10			Estimates of Expenditure 2008/09		
	FTE	\$(000's)		FTE	\$(000's)	
Managerial	<u>1.00</u>	<u>46</u>		<u>1.00</u>	<u>45</u>	

SUB-APPROPRIATION 15-1B

EXECUTIVE SUPPORT

OBJECTIVES:

To provide executive management direction and monitoring for the Department.

To provide administrative support for the Minister, Deputy Minister and Associate Deputy Minister.

ACTIVITY IDENTIFICATION:

Advises the Minister on all aspects of policy affecting the Department.

Coordinates and manages the activities of the Department.

Provides administrative support for the offices of the Minister, Deputy Minister and Associate Deputy Minister.

EXPECTED RESULTS:

The development of departmental policy positions.

The management of departmental activities and projects.

The delivery of administrative services to the offices of the Minister, Deputy Minister and Associate Deputy Minister.

SUB-APPROPRIATION 15-1B**EXECUTIVE SUPPORT**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$'000's)	FTE	\$'000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	2.00	291	2.00	279
Professional/Technical	2.00	119	2.00	111
Administrative Support	8.00	467	8.00	462
Employee Benefits	-	146	-	135
Less: Allowance for Staff Turnover	12.00	1,023	12.00	987
	-	(12)	-	(12)
Total Salaries & Employee Benefits	12.00	1,011	12.00	975
OTHER EXPENDITURES				
Transportation		39		39
Communication		24		24
Supplies and Services		32		32
Other Operating		30		30
Total Other Expenditures		125		125
TOTAL SUB-APPROPRIATION		1,136		1,100

SUB-APPROPRIATION 15-1C

ADMINISTRATIVE SERVICES

OBJECTIVES:

To develop, monitor and evaluate management policies, systems and procedures.

To meet the needs of internal clients for planning, information management, administrative policy and project support.

ACTIVITY IDENTIFICATION:

Provide corporate management direction through the Office of the Executive Director, Administrative Services Division.

Provide internal client services in the following areas:

- Coordinate annual departmental planning activities, as well as integrating performance measurement activities.
- Manage the development and coordination of the department's major information documents and records, including annual plans, briefing books and accomplishment reports.
- Provide internal and external communication services and support; manage communication items such as the department's internet-intranet presence and the department newsletter.
- Coordinates writing and composition of speaking notes and responses to information requests.
- Provides a department-wide source of multi-purpose corporate, strategic and issue related information library.
- Lead the development of administrative policies and procedures as required, and provide specialized administrative services such as FIPPA management.
- Provide project management services (facilitation, coordination, report preparation).

EXPECTED RESULTS:

Provision of effective and timely executive direction and support that enables the appropriate utilization and management of department resources.

Provision of services that internal clients agree are functional, relevant and of assistance in meeting their own objectives and requirements.

Completion of the annual planning process resulting in a current departmental record of budget, operations and information technology plans.

Ensure the response service is efficient, timely and meets departmental quality standards.

SUB-APPROPRIATION 15-1C**ADMINISTRATIVE SERVICES**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$'000's)	FTE	\$'000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	2.00	183	1.00	100
Professional/Technical	7.00	284	6.00	344
Administrative Support	5.00	287	5.00	255
Employee Benefits	-	124	-	112
Less: Allowance for Staff Turnover	14.00	878	12.00	811
	-	(12)	-	(12)
Total Salaries & Employee Benefits	<u>14.00</u> ¹	<u>866</u>	<u>12.00</u>	<u>799</u>
OTHER EXPENDITURES				
Transportation		21		21
Communication		46		46
Supplies and Services		725 ²		495
Other Operating		58		58
Total Other Expenditures		<u>850</u>		<u>620</u>
TOTAL SUB-APPROPRIATION		<u>1,716</u>		<u>1,419</u>

Explanation:

¹ Increased staff for Corporate Information Branch to manage expanded response services and information library.

² Provision for accommodation cost increase to be re-allocated to program areas on completion of office space requirements

FINANCIAL SERVICES

OBJECTIVES:

To maintain an active comptrollership function by ensuring that financial and administrative policies, services and reporting systems are both developed and administered to effectively meet management and internal requirements.

To provide central financial management services in accordance with governing legislation and to establish financial administration policies and procedures.

ACTIVITY IDENTIFICATION:

Manage the departmental financial administrative processes and oversight function through management, comptrollership, accounting services, asset accounting, financial planning and review as well as managing the provincial accommodation cost recovery system.

Provide comptrollership services including controlling, compliance and attest auditing, planning, advice/challenge services, archiving and training.

Provide accounting services for the processing of financial documents, appropriation control, general ledger accounting, functional direction and financial systems development support.

Provide asset accounting for the department's general and infrastructure assets.

Provide financial planning and review for the compilation of the estimates and cash flows, budget analysis and a corporate review/challenge role.

Maintain key activities essential to fulfilling requirements under the *Financial Administration Act*, *The Appropriations Act(s)*, Treasury Board directives and central government and departmental policies.

Maintain an accommodation cost recovery system with regular updates to reflect applicable rates used to process accommodation charges government wide.

EXPECTED RESULTS:

Provision of an active comptrollership function, ensuring that financial and administrative matters are handled effectively and efficiently, while complying with government policies and procedures.

Development and distribution of the Department's main estimates.

Improvement of fiscal management, accountability and control over departmental resources through enhancement of program and management reporting, and provision of timely and accurate decision making information to the departmental executive.

Provision of comprehensive and timely reports relative to departmental expenditures and revenues.

Delivery of an accommodation cost recovery process including establishing and amending relative policies and administrative procedures.

SUB-APPROPRIATION 15-1D**FINANCIAL SERVICES**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	98	1.00	95
Professional/Technical	9.00	595	9.00	560
Administrative Support	11.00	512	11.00	499
Employee Benefits	-	205	-	188
	21.00	1,410	21.00	1,342
Less: Allowance for Staff Turnover		(33)		(33)
Total Salaries & Employee Benefits	21.00	1,377	21.00	1,309
OTHER EXPENDITURES				
Transportation		8		8
Communication		17		17
Supplies and Services		143		139
Other Operating		218		218
Total Other Expenditures		386		382
TOTAL SUB-APPROPRIATION		1,763		1,691

SUB-APPROPRIATION 15-1E

HUMAN RESOURCE SERVICES

OBJECTIVES:

To effectively meet the human resource needs of the Department through the provision of comprehensive Human Resource programs, payroll and benefits administration employee information systems, workforce renewal and Employment Equity and Diversity initiatives.

ACTIVITY IDENTIFICATION:

Provides professional expertise to the department in the areas of human resource planning, training and development, recruitment and selection, classification, labour relations, employee relations, and pay and benefits documentation and administration. Represents the department in collective agreement bargaining with the Manitoba Government Employees Union (MGEU) and the Organization of Professional Engineers Employed by the Province of Manitoba (OPEEP). Provides consultation and expertise in the areas of organizational design and change management.

Represents the department in all human resource initiatives with central/external agencies.

Coordinates and integrates the departmental Employment Equity program.

EXPECTED RESULTS:

To recruit qualified staff to employment opportunities using current assessment techniques that accurately match position and applicant knowledge, skills and abilities.

To classify new and changed positions under delegated and non-delegated authority to reflect appropriate and consistent classification within the department and throughout government.

To promote an employee relations environment that encourages early intervention and appropriate resolution of workplace issues.

To deliver payroll and benefit services to staff.

To develop and deliver in-house training programs and educational assistance programs to enhance the knowledge, skills and abilities of individuals; the corporate culture of the department and the sustainability of employment of department employees.

To provide Employment Equity Strategies to enhance the recruitment, promotion and retention of designated group employees.

SUB-APPROPRIATION 15-1E**HUMAN RESOURCE SERVICES**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	101	1.00	98
Professional/Technical	16.00	1,111	15.00	1,054
Administrative Support	14.00	671	12.00	641
Employee Benefits	-	299	-	291
	31.00	2,182	28.00	2,084
Less: Allowance for Staff Turnover	-	(33)	-	(33)
Total Salaries & Employee Benefits	<u>31.00</u> ¹	<u>2,149</u>	<u>28.00</u>	<u>2,051</u>
OTHER EXPENDITURES				
Transportation		27		27
Communication		46		46
Supplies and Services		202		160
Other Operating		195		195
Total Other Expenditures		<u>470</u>		<u>428</u>
Less: Recoverable from other Appropriations		<u>(176)</u>		<u>(176)</u>
TOTAL SUB-APPROPRIATION		<u>2,443</u>		<u>2,303</u>

Explanation:

¹ Increase in FTE's to formalize HR support associated with the Water Control and Waterway Maintenance programs and with the Vehicle and Equipment Management Agency.

SUB-APPROPRIATION 15-1F

INFORMATION TECHNOLOGY SERVICES

OBJECTIVES:

To define, procure and manage automated and related manual information exchange and processing systems that meet the Department's changing needs.

ACTIVITY IDENTIFICATION:

ITSB provides information management and project management support to all branches and business units in the Department. The Branch supports business units from the conception of a business improvement opportunity or from the identification of a new or changed business requirement through implementation of the best solution, and management of the resulting systems.

Identification, procurement, implementation of business improvement initiatives –
business/technical consulting, business process review, project management, business planning, risk management.

- Prepare department information and communication technology system plans.
- Provide consultative services to senior management and business units.
- Conduct business process analysis and recommend changes or improvements as appropriate.
- Define and manage the acquisition of automated information systems and equipment for the Department.
- Provide policy direction and training to staff for business systems management.
- Provide data stewardship, business resumption support, and general security awareness as it applies to information and communication technology within the Department and within the Government.
- Work closely with the Department of Science, Technology, Energy and Mines to coordinate the transition to central delivery of application development, delivery and maintenance services.

EXPECTED RESULTS:

Effective management and oversight of application development, delivery and maintenance services by the Department of Science, Technology, Energy and Mines as it pertains to Manitoba Infrastructure and Transportation.

Development of Departmental plans for the use of information technology to meet business requirements.

Definition and procurement of effective automated systems and facilities.

Implementation of improved or optimized business processes resulting from process evaluations and redevelopment.

Management and delivery of effective automation support functions.

SUB-APPROPRIATION 15-1F**INFORMATION TECHNOLOGY SERVICES**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$'000's)	FTE	\$'000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	99	1.00	96
Professional/Technical	16.00	2,873	16.00	2,788
Administrative Support	2.00	131	2.00	128
Employee Benefits	-	516	-	483
	19.00	3,619	19.00	3,495
Less: Allowance for Staff Turnover	-	(85)	-	(85)
Total Salaries & Employee Benefits	19.00	3,534	19.00	3,410
OTHER EXPENDITURES				
Transportation		14		14
Communication		44		44
Supplies and Services		483		482
Other Operating		239		239
Total Other Expenditures		780		779
TOTAL SUB-APPROPRIATION		4,314		4,189

SUB-APPROPRIATION 15-1G

OCCUPATIONAL SAFETY, HEALTH AND RISK MANAGEMENT

OBJECTIVES:

Management of risks to the safety, health and well being of employees, visitors and the public arising out of the work activities performed by or on behalf of the Department.

Management of risks to the department's infrastructure and physical assets.

ACTIVITY IDENTIFICATION:

Research, develop and maintain Safety, Health and Risk Management programs, policies and procedures.

Provide consultative and support services in organizational health and wellness, and accident and injury claims management.

Management of supportive employment and case disability programs and information systems.

Facilitate the continued implementation of the Certificate of Recognition (COR) Safety Program Audits.

Develop and implement musculoskeletal programs.

Report on the Sustainable Development activities for the department.

Facilitate the development of the department's Business Continuity Plan.

EXPECTED RESULTS:

Reduction of risks and losses related to department program activities.

Programs that comply with all applicable federal and provincial workplace safety acts and regulations, and, the department's operational requirements.

Training and certification standards that meet the requirements of all applicable federal and provincial workplace safety acts and regulations.

SUB-APPROPRIATION 15-1G**OCCUPATIONAL SAFETY, HEALTH AND RISK MANAGEMENT**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$'000's)	FTE	\$'000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	77	1.00	75
Professional/Technical	-	-	-	-
Administrative Support	6.00	329	6.00	314
Employee Benefits	-	68	-	63
	7.00	474	7.00	452
Less: Allowance for Staff Turnover		(2)		(2)
Total Salaries & Employee Benefits	7.00	472	7.00	450
OTHER EXPENDITURES				
Transportation		12		12
Communication		10		10
Supplies and Services		33		33
Other Operating		36		36
Total Other Expenditures		91		91
TOTAL SUB-APPROPRIATION		563		541

SUB-APPROPRIATION 15-1H

LIEUTENANT GOVERNOR'S OFFICE

OBJECTIVES:

To provide support staff and related expenditures for operations of the Office of the Lieutenant Governor.

ACTIVITY IDENTIFICATION:

The Lieutenant Governor carries out a comprehensive program that includes receiving thousands of Manitobans per year at his official residence by hosting receptions and traveling throughout the province recognizing many achievements of Manitobans. The Lieutenant Governor summons and prorogues the Legislative Assembly, gives Royal Assent to Legislation and approves Orders-in-Council.

The Administration appropriation provides staff, office operating expenses, incidental and domestic allowances to enable the Lieutenant Governor to fulfil the official duties and functions of the position.

EXPECTED RESULTS:

The delivery of administrative services to the Office of the Lieutenant Governor.

SUB-APPROPRIATION 15-1H**LIEUTENANT GOVERNOR'S OFFICE**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$ (000's)	FTE	\$ (000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	74	1.00	69
Professional	2.00	120	2.00	116
Administrative Support	-	-	-	-
Employee Benefits	-	28	-	27
	<u>3.00</u>	<u>222</u>	<u>3.00</u>	<u>212</u>
Less: Allowance for Staff Turnover		(2)		(2)
Total Salaries & Employee Benefits	<u><u>3.00</u></u>	<u><u>220</u></u>	<u><u>3.00</u></u>	<u><u>210</u></u>
OTHER EXPENDITURES				
Transportation		26		26
Communication		30		30
Supplies and Services		41		41
Other Operating		5		5
Total Other Expenditures		<u>102</u>		<u>102</u>
TOTAL SUB-APPROPRIATION		<u><u>322</u></u>		<u><u>312</u></u>

SUB-APPROPRIATION 15-1I

LAND VALUE APPRAISAL COMMISSION

OBJECTIVES:

To act as an independent group to review government land purchases and expropriations in accordance with the *Land Acquisition Act* and the *Expropriation Act*.

ACTIVITY IDENTIFICATION:

Determines and certifies due compensation for the acquisition of land by any designated authority with the power of purchase or expropriation.

Provides "Reasons" with respect to decisions involving contentious matters for publishing in the Canada Law Book - "Land Compensation Reports".

Reviews land transfer agreements handled by Land Management Services with values in excess of predetermined amounts in an administrative rather than adjudicatory role.

EXPECTED RESULTS:

Issuance of certificates within 14 days of a hearing including fair market value and award of due compensation for any losses, damages and costs incurred.

Public hearings within 2 weeks after receipt of a request involving an agreement and within 8 weeks for a non-agreement.

SUB-APPROPRIATION 15-1I**LAND VALUE APPRAISAL COMMISSION**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
Total Other Expenditures		<u>27</u>		<u>27</u>
TOTAL SUB-APPROPRIATION		<u>27</u>		<u>27</u>

Resolution No	Approp. No	Infrastructure and Transportation (15) Details of Appropriation	Estimates of Expenditure 2009/10 \$(000's)	Estimates of Expenditure 2008/09 \$(000's)
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15.2 2. HIGHWAYS AND TRANSPORTATION PROGRAMS **77,691** 75,045

- Provides central management services in support of infrastructure programs.
- Provides specialized functional support pertaining to maintenance and road construction.
- Provides for the design, construction and maintenance supervision of bridge, grade separation, overhead sign, water control structures and other miscellaneous structures.
- Provides for safe movement of vehicular traffic on Manitoba highways by the enforcement of safety regulations.
- Develops and delivers the department's road construction, maintenance, winter roads, municipal assistance programs and regional water operations.
- Provides specialized services to other government departments and other jurisdictions, such as cities, towns, villages, municipalities, local government districts, government agencies, Crown corporations and the federal government.
- Provides planning support and highway designs and reviews roadside development to support the development and needs of the primary and secondary roads system.
- Provides for the operation and maintenance of provincial airports and ferries in northern Manitoba.
- Provides specialized functional support in materials and research activities.
- Provides specialized functional support in all aspects of traffic engineering.
- Provides policy advice, planning, research and co-ordination for all modes of freight and passenger activity, including support and funding towards the Churchill Gateway Development Initiative. Provides federal-provincial, inter-provincial and industry liaison. Provides ongoing government policy support for Driver and Vehicle Licencing issues.
- Provides a transfer payment to Manitoba Public Insurance to administer programs for the licencing of drivers and vehicles and the collection of fees charged under The Highway Traffic Act.
- Regulates motor carriers, administers The Highways Protection, The Highway Traffic and The Off Road Vehicles Acts; provides an appeal procedure for citizens whose driving privileges have been suspended; and regulates taxicab, limousine and handivan licencing within the City of Winnipeg.

Resolution No	Approp. No	Infrastructure and Transportation (15) Details of Appropriation	Estimates of Expenditure 2009/10 \$(000's)	Estimates of Expenditure 2008/09 \$(000's)
15.2	2.	HIGHWAYS AND TRANSPORTATION PROGRAMS	77,691	75,045
a)	Division Executive Office		1,281	1,162
b)	Operations and Contracts			
1)	Special Operations	939	770	
2)	Contracts	1,679	1,624	
3)	Construction Support Services	1,173	1,099	
4)	Operational Services	822	797	
5)	Less: Recoverable from other appropriations	(790)	(740)	
c)	Water Control and Structures			
1)	Design and Construction	3,527	3,274	
2)	Water Control Operations	2,969	2,843	
3)	Preservation and Planning Services	958	840	
4)	Less: Recoverable from other appropriations	(3,897)	(3,374)	
d)	Motor Carrier Safety and Regulation	7,203	6,725	
e)	Regional Offices			
1)	Eastern Region Office	3,842	3,746	
2)	South Central Region Office	3,253	3,168	
3)	South Western Region Office	3,865	3,711	
4)	West Central Region Office	3,098	3,030	
5)	Northern Region Office	3,121	3,049	
6)	Less: Recoverable from other appropriations	(3,641)	(3,353)	
f)	Other Jurisdictions	3,029	3,002	
g)	Planning, Design and Property Services			
1)	Planning and Design	2,572	2,470	
2)	Property Services	279	254	
3)	Less: Recoverable from other appropriations	(137)	(125)	
h)	Northern Airports and Marine Services	11,768	11,079	
i)	Materials Engineering	2,631	2,300	
j)	Traffic Engineering	1,426	1,387	
k)	Transportation Policy	3,926	3,574	
l)	Manitoba Public Insurance Agreement	21,197	21,197	
m)	Boards and Committees			
1)	Motor Transport and Highway Traffic Boards	468	455	
2)	Licence Suspension Appeal Board and Medical Review Committee	381	364	
3)	Taxicab Board	749	717	
		77,691	75,045	

SUB-APPROPRIATION 15-2A

DIVISION EXECUTIVE OFFICE

OBJECTIVES:

The Division Executive Office provides executive management and policy direction to the Engineering and Operations Division. It oversees and guides the effective and efficient delivery of programs and standards for Manitoba highways, water control, northern airports and marine operations, including construction, maintenance, preservation, capital construction, operations and municipal assistance grant administration.

ACTIVITY IDENTIFICATION:

Provides management of the Department's road construction, maintenance and preservation programs delivered through the five regions.

Provides management of the Department's water control and structure maintenance, preservation and construction.

Provides management of the Department's provincial airport system and marine operations.

Provides administrative support to Branch managers.

Monitors effectiveness of standards, services and facilities within the jurisdiction of the Division.

EXPECTED RESULTS:

Adherence to prescribed standards, specifications, procedures and budgetary considerations.

Effective delivery of the road, water control and structure and airfield construction, maintenance and preservation programs in all regions of the Province to allow safe, efficient and convenient movement of people and goods.

Effective delivery of ferry service throughout the Province.

Elimination or minimization of adverse environmental impacts through province-wide conformance with program standards respecting resource conservation, waste management, and safe handling and storage of materials and chemicals.

SUB-APPROPRIATION 15-2A**DIVISION EXECUTIVE OFFICE**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$ (000's)	FTE	\$ (000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	5.00	567	5.00	550
Professional/Technical	4.00	293 ¹	3.00	193
Administrative Support	6.00	355	6.00	346
Employee Benefits	-	178	-	162
	15.00	1,393	14.00	1,251
Less: Allowance for Staff Turnover	-	(10)	-	(10)
Total Salaries & Employee Benefits	15.00	1,383	14.00	1,241
OTHER EXPENDITURES				
Transportation		40		40
Communication		18		18
Supplies and Services		15		15
Other Operating		71		71
Total Other Expenditures		144		144
Total Gross Expenditures		1,527		1,385
Less: Recoverable from other Appropriations		(246)		(223)
TOTAL SUB-APPROPRIATION		1,281		1,162

Explanation:

¹ Increase to provide operational management support to Northern Airports and Marine Services and for the coordination of Departmental equipment requirements.

SUB-APPROPRIATION 15-2B-1

SPECIAL OPERATIONS

OBJECTIVES:

Provide specialized work functions which are critical to both the Preservation and Maintenance programs.

ACTIVITY IDENTIFICATION:

Special Operations is responsible for the delivery of specialized services required by the Preservation and Maintenance programs. This includes the organization, management, and supervision of seasonal specialty crews involved in seal coating, asphalt mixing, pavement marking, bridge maintenance, and rout, and seal programs. Special Operations also participates in staff development training and undertakes unique projects such as the Provincial Building Program, municipal agreement contract and liaises with Emergency Measures Organization in the event of emergency response situations.

EXPECTED RESULTS:

To complete all scheduled work within budget limits.

To assess the results of follow up reports on quality and life cycle expectations, in order to identify necessary changes to processes.

SUB-APPROPRIATION 15-2B-1**SPECIAL OPERATIONS**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$ (000's)	FTE	\$ (000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	89	1.00	86
Professional/Technical	3.00	221	3.00	211
Administrative Support	5.00 ¹	293	4.00	227
Employee Benefits	-	94	-	83
	9.00	697	8.00	607
Less: Allowance for Staff Turnover	-	-	-	-
Total Salaries & Employee Benefits	9.00	697	8.00	607
OTHER EXPENDITURES				
Transportation		28		28
Communication		20		20
Supplies and Services		125 ²		46
Minor Capital		2		2
Other Operating		67		67
Total Other Expenditures		242		163
TOTAL SUB-APPROPRIATION		939		770

Explanation:

¹ Operator Trainer/Occupational Health and Safety facilitator working with specialty crews and regional maintenance programs.

² Accommodation cost increases for the four branches formerly comprising the Operations and Contracts section.

SUB-APPROPRIATION 15-2B-2

CONTRACTS

OBJECTIVES:

Provide expert service and advice, and develop standards/policies that form the framework for regional staff and other branches to work under, with respect to the procurement of materials and services for construction, preservation, and maintenance projects throughout the Province.

Provide central management for the construction and maintenance of the winter road network each year.

ACTIVITY IDENTIFICATION:

Contract Services oversees the administration of contracts issued for Engineering and Operations Division infrastructure projects, from setting specifications, document preparation, advertising, tendering, awarding, material procurement, contract claim assessment, and project tracking.

Contract Services also manages the efficient and consistent delivery of the Winter Roads Program with support from the Regions. This includes developing operating policies, road specifications, coordinating program information, contract administration and managing federal provincial cost-sharing agreements.

Contract Services also manages the development of the Capital and Preservation programs including the pavement management function within the division.

EXPECTED RESULTS:

To reduce the number of lawsuits and claims made against the Department from contractors.

To improve financial projections on capital and preservation projects.

To create a more efficient winter road network that provides a positive result for communities served by it.

SUB-APPROPRIATION 15-2B-2**CONTRACTS**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$'000's)	FTE	\$'000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	101	1.00	98
Professional/Technical	12.00	907	12.00	882
Administrative Support	5.40	261	5.40	239
Employee Benefits	-	191	-	186
	18.40	1,460	18.40	1,405
Less: Allowance for Staff Turnover	-	(100)	-	(100)
Total Salaries & Employee Benefits	18.40	1,360	18.40	1,305
OTHER EXPENDITURES				
Grants		68		68
Transportation		41		41
Communication		46		46
Supplies and Services		52		52
Minor Capital		4		4
Other Operating		108		108
Total Other Expenditures		319		319
TOTAL SUB-APPROPRIATION		1,679		1,624

SUB-APPROPRIATION 15-2B-3

CONSTRUCTION SUPPORT SERVICES

OBJECTIVES:

Provide expert technical service, advice, support and training for the Department's construction, maintenance, water control, structures and airports staff in a manner which incorporates quality, sustainability, fairness and consistency along with the protection of the public interest.

ACTIVITY IDENTIFICATION:

Oversees the development of professional technical staff training and recruitment, and skill enhancement opportunities for engineering staff.

Provides specialized engineering technical advise and recommendations on improvement of highway construction processes and quality assurance.

Responsible for the acquisition and implementation of specialized survey, design, and communication equipment, technology hardware and software.

Evaluates highway construction projects results to ensure end products meet original specifications as well as identify future improvement potentials.

EXPECTED RESULTS:

To maintain a competent workforce in an environment of technological and demographic change, in order to ensure satisfaction of our stakeholders and clients.

To provide quality assurance on all construction projects.

To ensure that public interest is protected and that contractors are compensated correctly for the work performed.

SUB-APPROPRIATION 15-2B-3**CONSTRUCTION SUPPORT SERVICES**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$'000's)	FTE	\$'000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	88	1.00	86
Professional/Technical	10.00	649	10.00	594
Administrative Support	2.00	94	2.00	87
Employee Benefits	-	134	-	124
	13.00	965	13.00	891
Less: Allowance for Staff Turnover	-	-	-	-
Total Salaries & Employee Benefits	13.00	965	13.00	891
OTHER EXPENDITURES				
Transportation		53		53
Communication		14		14
Supplies and Services		97		97
Minor Capital		2		2
Other Operating		42		42
Total Other Expenditures		208		208
TOTAL SUB-APPROPRIATION		1,173		1,099

SUB-APPROPRIATION 15-2B-4

OPERATIONAL SERVICES

OBJECTIVES:

Provide provincial maintenance operations and road preservation with the framework of business policies and procedures, management tools and supporting technologies. Coordinate the highway condition information to the public stakeholders.

ACTIVITY IDENTIFICATION:

Operational Services provides guidance via technical training, technologies, consulting, specialized purchasing, business policies and procedures, management tools, and evaluation services to support the efficient and cost-effective delivery of infrastructure maintenance operations. This includes providing public highway condition information, organizing the Maintenance Career Training Program for staff development, providing direction, and guidance on rating field inventories, planning budgets, work tracking, and analyzing maintenance work activities.

Operational Services is also responsible for liaising with the Rural Municipalities for annual gravel road contracts and implementing performance measurements along with researching new initiatives related to these operations.

EXPECTED RESULTS:

- To reduce the number of complaints from the public.
- To maintain a road and off-road inventory.
- To measure program user satisfaction and identify areas for improvement.

SUB-APPROPRIATION 15-2B-4**OPERATIONAL SERVICES**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	90	1.00	87
Professional/Technical	3.00	212	3.00	205
Administrative Support	5.60	259	5.60	248
Employee Benefits	-	89	-	85
	9.60	650	9.60	625
Less: Allowance for Staff Turnover	-	-	-	-
Total Salaries & Employee Benefits	9.60	650	9.60	625
OTHER EXPENDITURES				
Transportation		32		32
Communication		31		31
Supplies and Services		41		41
Minor Capital		2		2
Other Operating		66		66
Total Other Expenditures		172		172
TOTAL SUB-APPROPRIATION		822		797

SUB-APPROPRIATION 15-2B-5**RECOVERABLE FROM OTHER APPROPRIATIONS**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
Less: Recoverable from other appropriations		<u>(790)</u> ¹		<u>(740)</u>

Explanation:

¹ Increased recovery of salary and operating costs incurred to deliver the preservation and construction programs.

SUB-APPROPRIATION 15-2C-1

DESIGN AND CONSTRUCTION

OBJECTIVES:

To effectively and efficiently deliver the structures capital program and provide timely response to permit applications for overload/overwidth vehicles on the provincial highway network. This is provided through the delivery of detailed design, preservation, rehabilitation and construction activities. The provincial structure inventory consists of: bridges, underpasses, overpasses, large culverts, overhead sign structures, thru-dike culverts, dams and water control structures.

ACTIVITY IDENTIFICATION:

Design and prepare detailed plans and specifications for structure capital projects, including bridges, grade separation structures, overhead sign structures, large culverts and other miscellaneous structures.

Rate the load-carrying capacity of bridges and structures on the highway network for increased allowable highway loading and review special permit overload applications.

Provide contract administration and construction inspection for structure capital projects, including bridges, grade separation structures, dams, control structures, overhead sign structures, large culverts and other miscellaneous structures.

Manage consulting engineering firms retained by the Department for preliminary, detailed design, contract administration and construction inspection services related to structure capital projects.

Provide input into and assist in the development of the Department's Multi-Year Highway Infrastructure Capital Program based upon inspection and condition assessment of the existing structural inventory on the highway network.

Respond to emergency structure issues, such as flooding and emergency repairs.

Provide technical advice and recommendations to other government agencies on soils investigation, geotechnical design, structural design, bridge materials and innovative technologies, structures contract administration and construction inspection.

EXPECTED RESULTS:

To deliver increased capital program while maintaining benchmark quality – on time, on budget.

To accurately estimate budget values, month-end cut-off reports, and the amount of extra work paid in construction contracts.

To accurately predict the value of change in scope of work in ESP assignments.

To improve branch response time on reviews of permit applications.

SUB-APPROPRIATION 15-2C-1**DESIGN AND CONSTRUCTION**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$'000's)	FTE	\$'000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	108	1.00	105
Professional/Technical	30.00	2,490	29.00	2,360
Administrative Support	3.00	140	3.00	135
Employee Benefits	-	400	-	375
	34.00	3,138	33.00	2,975
Less: Allowance for Staff Turnover	-	(273)	-	(273)
Total Salaries & Employee Benefits	<u>34.00</u> ¹	<u>2,865</u>	<u>33.00</u>	<u>2,702</u>
OTHER EXPENDITURES				
Transportation		101		96
Communication		74		70
Supplies and Services		305		230
Minor Capital		5		5
Other Operating		177		171
Total Other Expenditures		<u>662</u> ²		<u>572</u>
TOTAL SUB-APPROPRIATION		<u>3,527</u>		<u>3,274</u>

Explanation:

¹ Additional Engineering position to support the bridge construction program.

² Accomodation cost increases.

SUB-APPROPRIATION 15-2C-2

WATER CONTROL OPERATIONS

OBJECTIVES:

Responsible for the efficient operation of the provincial water control network and for providing expert hydrotechnical and other specialized engineering functions to support the water control and highway infrastructure programs.

ACTIVITY IDENTIFICATION:

Inspect and monitor condition of bridges, culverts, dikes, and dams in accordance with the Department's Highway Structure Inspection Policy and the Canadian Dam Association Standards.

Prepare preliminary and detailed designs and drawings, construction documents, supervise the maintenance, preservation and construction of bridges, large culverts, water and flood control structures, diversions, drains and dikes, and other miscellaneous structures.

Respond to emergency situations to protect the public interests that involve provincial highway, water and flood control structures, and drainage networks.

EXPECTED RESULTS:

To rehabilitate major highway structure and water control projects on time.

To develop and implement a formal dam inspection policy and program.

To streamline departmental environmental approvals methodology.

SUB-APPROPRIATION 15-2C-2**WATER CONTROL OPERATIONS**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$'000's)	FTE	\$'000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	108	1.00	105
Professional/Technical	24.00	1,773	23.00	1,678
Administrative Support	4.00	189	4.00	184
Employee Benefits	-	332	-	324
	29.00	2,402	28.00	2,291
Less: Allowance for Staff Turnover	-	(174)	-	(174)
Total Salaries & Employee Benefits	29.00 ¹	2,228	28.00	2,117
OTHER EXPENDITURES				
Transportation		196		191
Communication		92		89
Supplies and Services		219		217
Minor Capital		10		10
Other Operating		224		219
Total Other Expenditures		741		726
TOTAL SUB-APPROPRIATION		2,969		2,843

Explanation:

1 Additional Engineering position to support the water control program.

SUB-APPROPRIATION 15-2C-3

PRESERVATION AND PLANNING SERVICES

OBJECTIVES:

Responsible for the delivery of the provincial bridge inspection program and for the delivery of the annual bridge preservation and preventative maintenance program. The Branch is also responsible for program planning that optimizes provincial investment in the water control and highway structure network.

ACTIVITY IDENTIFICATION:

Carryout inspection, design and construction/maintenance activities required for the delivery of:

- The Highway Structures Capital Program
- The Highway Structures Preservation Program
- The Water Control Capital Program
- The Waterway Maintenance Program
- The Dam Safety Program (including inspections)

EXPECTED RESULTS:

To increase the number of bridges and structures inspected.

To increase the number of bridges and structures maintained and to increase the percentage of budget expended.

To increase the number of minor structure rehabilitations completed and increase the percentage of the minor rehabilitation budget expended.

SUB-APPROPRIATION 15-2C-3**PRESERVATION AND PLANNING SERVICES**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	107	1.00	85
Professional/Technical	9.00	685	8.00	615
Administrative Support	-	-	-	-
Employee Benefits	-	112	-	101
	10.00	904	9.00	801
Less: Allowance for Staff Turnover	-	(74)	-	(74)
Total Salaries & Employee Benefits	<u>10.00</u> ¹	<u>830</u>	<u>9.00</u>	<u>727</u>
OTHER EXPENDITURES				
Transportation		30		28
Communication		8		6
Supplies and Services		48		40
Minor Capital		4		4
Other Operating		38		35
Total Other Expenditures		<u>128</u>		<u>113</u>
TOTAL SUB-APPROPRIATION		<u>958</u>		<u>840</u>

Explanation:

1 Additional Engineering positions to support the preservation program.

SUB-APPROPRIATION 15-2C-4**RECOVERABLE FROM OTHER APPROPRIATIONS**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
Less: Recoverable from other appropriations		<u>(3,897)</u> ¹		<u>(3,374)</u>

Explanation:

¹ Increased recovery of salary and operating costs incurred to deliver the preservation and construction programs.

SUB-APPROPRIATION 15-2D

MOTOR CARRIER SAFETY AND REGULATION

OBJECTIVES:

While valuing the diversity of our people, innovative culture and public stewardship, enhance public safety through the development, communication and administration of commercial motor carrier and shortline provincial railway regulatory and safety services, in a manner that protects infrastructure and promotes the economy.

ACTIVITY IDENTIFICATION:

Motor Carrier Safety Programs (MCSP) enhance public safety by providing financial, administrative and training support, programs and services to the division, external agencies and the motor carrier industry. The MCSP maintains a carrier profile system (CPS) that captures data on railroad and motor carrier demographics, vehicles, commodities, dangerous goods, roadside inspections, convictions, accidents, liability insurance, investigations and facility audit results. The MCSP monitors insurance records for public liability and property damage for motor carriers, administers a safety fitness test upon entry to the industry for commercial motor carriers and assigns safety ratings through the Safety Fitness Certificate Program.

Motor Carrier Permits and Development (MCPD) develop, issue, and administer oversize and overweight permit policies; collect single trip, fuel tax, permit, and authority fees. MCPD also assists in the development and implementation of the annual MIT Spring Road Restrictions Program and maintains the automated routing and permitting system (ARPS) and delivery of the TPIF program. In addition, MCPD provides a comprehensive safety program for monitoring and regulating the performance of short line intra-provincial railways.

Motor Carrier Enforcement Programs (MCEP) develop, administer and monitor programs relative to the commercial motor carrier industry, including vehicle weights and dimensions, Commercial Vehicle Safety Alliance (CVSA), Mechanical Truck Safety Inspection Program, load securement, dangerous goods, licensing, the National Safety Code, and the Spring Road Restrictions Program. MCEP delivers a facility audit program to affect improvement of motor carriers' safety operations.

Motor Carrier Strategic Initiatives (MCSI) enhances divisional and departmental efficiency and effectiveness, through the identification, investigation, analysis and assessment of commercial motor vehicle and motor carrier safety and enforcement initiatives as well as through policy development.

EXPECTED RESULTS:

Compliance with regulatory and safety initiatives; preservation of Manitoba's highway infrastructure investment; the enhancement of public safety; enhanced economic viability for Manitoba businesses dependent on the trucking industry through the development of special programs.

Reduction in the number of commercial vehicle collisions, injuries and fatalities through enhanced monitoring and evaluation of commercial carrier safety programs and fitness ratings; improved enforcement of provincial and federal legislation; inter-jurisdictional exchange of commercial vehicle information and educational awareness programs.

SUB-APPROPRIATION 15-2D**MOTOR CARRIER SAFETY AND REGULATION**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	3.00	261	3.00	227
Technical/Professional	51.00	3,061	51.00	2,948
Administrative Support	31.31	1,695	31.31	1,424
Employee Benefits	-	721	-	662
	85.31	5,738	85.31	5,261
Less: Allowance for Staff Turnover	-	(325)	-	(325)
Total Salaries & Employee Benefits	85.31	5,413	85.31	4,936
OTHER EXPENDITURES				
Transportation		385		385
Communication		189		189
Supplies and Services		646		645
Other Operating		570		570
Total Other Expenditures		1,790		1,789
TOTAL SUB-APPROPRIATION		7,203		6,725

SUB-APPROPRIATION 15-2E-1

EASTERN REGION OFFICE

OBJECTIVES:

To effectively develop and deliver the road construction, maintenance and preservation programs in the region, ensuring that projects and activities are carried out to departmental standards and incorporate the principles of sustainable development.

ACTIVITY IDENTIFICATION:

Coordinate engineering, construction and preservation supervision and maintenance operations for highway programs in the region and provide support to Contract Services, where applicable, on the Northern winter road network. Monitor contract work to ensure quality control and adherence to specifications and standards.

Liaise with central offices to ensure uniformity and consistency with respect to policy, standards, procedures, and communications with stakeholders, including the media. Prepare project proposals and priorities within the region and provide timely information and updates on issues as required.

Manage and conduct road maintenance and preservation activities in an environmentally sound and economically sustainable manner by reclaiming and recycling materials, by operating equipment in a cost-effective manner and by providing for effective material storage and waste management.

Coordinate and manage all regional non-program work with respect to land development, utility installations, environmental issues, right-of-way, adjacent control areas, noise attenuation, and other use applications and issues. Actively promote and participate in innovative alternative capital funding partnerships for provincial roads.

Manage all resources (human, equipment, material), financial, occupational safety and health, risk management, and general budget and administration services for the Region.

EXPECTED RESULTS:

All provincial highways and roads in the region are constructed, upgraded and maintained to a standard that provides for the safe, efficient and convenient movement of people, goods and services and promotes sustainable economic growth within given budgetary confinements.

Highway infrastructure is protected through appropriate review and enforcement of related Acts with respect to Right-Of-Way management, including the appropriate review and processing of requests for access, underground utilities, and structures.

Project proposals for future consideration are identified and prioritized. Effective planning and programming capabilities and sound financial and management control are in place.

SUB-APPROPRIATION 15-2E-1**EASTERN REGION OFFICE**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	108	1.00	105
Technical/Professional	32.00	2,179	33.00	2,183
Administrative Support	14.00	594	13.00	532
Employee Benefits	-	417	-	412
	47.00	3,298	47.00	3,232
Less: Allowance for Staff Turnover	-	(290)	-	(290)
Total Salaries & Employee Benefits	47.00	3,008	47.00	2,942
OTHER EXPENDITURES				
Transportation		182		182
Communication		66		66
Supplies and Services		424		394
Minor Capital		25		25
Other Operating		137		137
Total Other Expenditures		834		804
TOTAL SUB-APPROPRIATION		3,842		3,746

SUB-APPROPRIATION 15-2E-2

SOUTH CENTRAL REGION OFFICE

OBJECTIVES:

To effectively develop and deliver the road construction, maintenance and preservation programs in the region, ensuring that projects and activities are carried out to departmental standards and incorporate the principles of sustainable development.

ACTIVITY IDENTIFICATION:

Coordinate engineering, construction and preservation supervision and maintenance operations for highway programs in the region and provide support to Contract Services, where applicable, on the Northern winter road network. Monitor contract work to ensure quality control and adherence to specifications and standards.

Liaise with central offices to ensure uniformity and consistency with respect to policy, standards, procedures, and communications with stakeholders, including the media. Prepare project proposals and priorities within the region and provide timely information and updates on issues as required.

Manage and conduct road maintenance and preservation activities in an environmentally sound and economically sustainable manner by reclaiming and recycling materials, by operating equipment in a cost-effective manner and by providing for effective material storage and waste management.

Coordinate and manage all regional non-program work with respect to land development, utility installations, environmental issues, right-of-way, adjacent control areas, noise attenuation, and other use applications and issues. Actively promote and participate in innovative alternative capital funding partnerships for provincial roads.

Manage all resources (human, equipment, material), financial, occupational safety and health, risk management, and general budget and administration services for the Region.

EXPECTED RESULTS:

All provincial highways and roads in the region are constructed, upgraded and maintained to a standard that provides for the safe, efficient and convenient movement of people, goods and services and promotes sustainable economic growth within given budgetary confinements.

Highway infrastructure is protected through appropriate review and enforcement of related Acts with respect to Right-Of-Way management, including the appropriate review and processing of requests for access, underground utilities, and structures.

Project proposals for future consideration are identified and prioritized. Effective planning and programming capabilities and sound financial and management control are in place.

SUB-APPROPRIATION 15-2E-2**SOUTH CENTRAL REGION OFFICE**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	108	1.00	105
Technical/Professional	23.00	1,648	23.00	1,599
Administrative Support	14.00	634	14.00	617
Employee Benefits	-	344	-	332
	38.00	2,734	38.00	2,653
Less: Allowance for Staff Turnover	-	(216)	-	(216)
Total Salaries & Employee Benefits	38.00	2,518	38.00	2,437
OTHER EXPENDITURES				
Transportation		193		193
Communication		53		53
Supplies and Services		286		282
Minor Capital		26		26
Other Operating		177		177
Total Other Expenditures		735		731
TOTAL SUB-APPROPRIATION		3,253		3,168

SUB-APPROPRIATION 15-2E-3

SOUTH WESTERN REGION OFFICE

OBJECTIVES:

To effectively develop and deliver the road construction, maintenance and preservation programs in the region, ensuring that projects and activities are carried out to departmental standards and incorporate the principles of sustainable development.

ACTIVITY IDENTIFICATION:

Coordinate engineering, construction and preservation supervision and maintenance operations for highway programs in the region and provide support to Contact Services, where applicable, on the Northern winter road network. Monitor contract work to ensure quality control and adherence to specifications and standards.

Liaise with central offices to ensure uniformity and consistency with respect to policy, standards, procedures, and communications with stakeholders, including the media. Prepare project proposals and priorities within the region and provide timely information and updates on issues as required.

Manage and conduct road maintenance and preservation activities in an environmentally sound and economically sustainable manner by reclaiming and recycling materials, by operating equipment in a cost-effective manner and by providing for effective material storage and waste management.

Coordinate and manage all regional non-program work with respect to land development, utility installations, environmental issues, right-of-way, adjacent control areas, noise attenuation, and other use applications and issues. Actively promote and participate in innovative alternative capital funding partnerships for provincial roads.

Manage all resources (human, equipment, material), financial, occupational safety and health, risk management, and general budget and administration services for the Region.

EXPECTED RESULTS:

All provincial highways and roads in the region are constructed, upgraded and maintained to a standard that provides for the safe, efficient and convenient movement of people, goods and services and promotes sustainable economic growth within given budgetary confinements.

Highway infrastructure is protected through appropriate review and enforcement of related Acts with respect to Right-Of-Way management, including the appropriate review and processing of requests for access, underground utilities, and structures.

Project proposals for future consideration are identified and prioritized. Effective planning and programming capabilities and sound financial and management control are in place.

SUB-APPROPRIATION 15-2E-3**SOUTH WESTERN REGION OFFICE**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	108	1.00	105
Technical/Professional	28.00	2,056	28.00	1,987
Administrative Support	15.00	647	15.00	625
Employee Benefits	-	423	-	406
	44.00	3,234	44.00	3,123
Less: Allowance for Staff Turnover	-	(167)	-	(167)
Total Salaries & Employee Benefits	<u>44.00</u>	<u>3,067</u>	<u>44.00</u>	<u>2,956</u>
OTHER EXPENDITURES				
Transportation		210		210
Communication		73		73
Supplies and Services		347		304
Minor Capital		13		13
Other Operating		<u>155</u>		<u>155</u>
Total Other Expenditures		<u>798</u>		<u>755</u>
TOTAL SUB-APPROPRIATION		<u>3,865</u>		<u>3,711</u>

SUB-APPROPRIATION 15-2E-4

WEST CENTRAL REGION OFFICE

OBJECTIVES:

To effectively develop and deliver the road construction, maintenance and preservation programs in the region, ensuring that projects and activities are carried out to departmental standards and incorporate the principles of sustainable development.

ACTIVITY IDENTIFICATION:

Coordinate engineering, construction and preservation supervision and maintenance operations for highway programs in the region and provide support to Contract Services, where applicable, on the Northern winter road network. Monitor contract work to ensure quality control and adherence to specifications and standards.

Liaise with central offices to ensure uniformity and consistency with respect to policy, standards, procedures, and communications with stakeholders, including the media. Prepare project proposals and priorities within the region and provide timely information and updates on issues as required.

Manage and conduct road maintenance and preservation activities in an environmentally sound and economically sustainable manner by reclaiming and recycling materials, by operating equipment in a cost-effective manner and by providing for effective material storage and waste management.

Coordinate and manage all regional non-program work with respect to land development, utility installations, environmental issues, right-of-way, adjacent control areas, noise attenuation, and other use applications and issues. Actively promote and participate in innovative alternative capital funding partnerships for provincial roads.

Manage all resources (human, equipment, material), financial, occupational safety and health, risk management, and general budget and administration services for the Region.

EXPECTED RESULTS:

All provincial highways and roads in the region are constructed, upgraded and maintained to a standard that provides for the safe, efficient and convenient movement of people, goods and services and promotes sustainable economic growth within given budgetary confinements.

Highway infrastructure is protected through appropriate review and enforcement of related Acts with respect to Right-Of-Way management, including the appropriate review and processing of requests for access, underground utilities, and structures.

Project proposals for future consideration are identified and prioritized. Effective planning and programming capabilities and sound financial and management control are in place.

SUB-APPROPRIATION 15-2E-4**WEST CENTRAL REGION OFFICE**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	108	1.00	105
Technical/Professional	22.00	1,609	22.00	1,572
Administrative Support	12.00	511	12.00	497
Employee Benefits	-	338	-	331
	35.00	2,566	35.00	2,505
Less: Allowance for Staff Turnover	-	(150)	-	(150)
Total Salaries & Employee Benefits	35.00	2,416	35.00	2,355
OTHER EXPENDITURES				
Transportation		187		187
Communication		59		59
Supplies and Services		271		264
Minor Capital		21		21
Other Operating		144		144
Total Other Expenditures		682		675
TOTAL SUB-APPROPRIATION		3,098		3,030

SUB-APPROPRIATION 15-2E-5

NORTHERN REGION OFFICE

OBJECTIVES:

To effectively develop and deliver the road construction, maintenance and preservation programs in the region, ensuring that projects and activities are carried out to departmental standards and incorporate the principles of sustainable development.

ACTIVITY IDENTIFICATION:

Coordinate engineering, construction and preservation supervision and maintenance operations for highway programs in the region and provide support to Contract Services, where applicable, on the Northern winter road network. Monitor contract work to ensure quality control and adherence to specifications and standards.

Liaise with central offices to ensure uniformity and consistency with respect to policy, standards, procedures, and communications with stakeholders, including the media. Prepare project proposals and priorities within the region and provide timely information and updates on issues as required.

Manage and conduct road maintenance and preservation activities in an environmentally sound and economically sustainable manner by reclaiming and recycling materials, by operating equipment in a cost-effective manner and by providing for effective material storage and waste management.

Coordinate and manage all regional non-program work with respect to land development, utility installations, environmental issues, right-of-way, adjacent control areas, noise attenuation, and other use applications and issues. Actively promote and participate in innovative alternative capital funding partnerships for provincial roads.

Manage all resources (human, equipment, material), financial, occupational safety and health, risk management, and general budget and administration services for the Region.

EXPECTED RESULTS:

All provincial highways and roads in the region are constructed, upgraded and maintained to a standard that provides for the safe, efficient and convenient movement of people, goods and services and promotes sustainable economic growth within given budgetary confinements.

Highway infrastructure is protected through appropriate review and enforcement of related Acts with respect to Right-Of-Way management, including the appropriate review and processing of requests for access, underground utilities, and structures.

Project proposals for future consideration are identified and prioritized. Effective planning and programming capabilities and sound financial and management control are in place.

SUB-APPROPRIATION 15-2E-5**NORTHERN REGION OFFICE**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	114	1.00	111
Technical/Professional	19.00	1,559	18.00	1,485
Administrative Support	11.00	584	12.00	570
Employee Benefits	-	336	-	322
	31.00	2,593	31.00	2,488
Less: Allowance for Staff Turnover	-	(271)	-	(271)
Total Salaries & Employee Benefits	31.00	2,322	31.00	2,217
OTHER EXPENDITURES				
Transportation		230		230
Communication		49		49
Supplies and Services		326		359
Minor Capital		42		42
Other Operating		152		152
Total Other Expenditures		799		832
TOTAL SUB-APPROPRIATION		3,121		3,049

SUB-APPROPRIATION 15-2E-6**RECOVERABLE FROM OTHER APPROPRIATIONS**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$ (000's)	FTE	\$ (000's)
Less: Recoverable from other appropriations		<u>(3,641)</u>	¹	<u>(3,353)</u>

Explanation:

- ¹ Increased recovery of salary costs incurred to deliver the preservation and construction programs.

SUB-APPROPRIATION 15-2F

OTHER JURISDICTIONS

OBJECTIVES:

To provide specialized services to other government departments, and other jurisdictions such as Cities, Towns, Villages, Municipalities, Local Government Districts, government agencies, crown corporations and the Federal Government.

ACTIVITY IDENTIFICATION:

Provides road construction and maintenance services to other jurisdictions on a 100% cost recoverable basis.

Provides specialized equipment services not readily available from the private sector on a 100% cost recoverable basis.

Provides for construction programs of other jurisdictions to be incorporated into provincial construction projects on a 100% cost recoverable basis.

Provides repairs to highway installations, structures and pavements damaged by accidents and utility installation on a 100% cost recoverable basis.

EXPECTED RESULTS:

The delivery of services to other jurisdictions lacking technical expertise and resources.

The development of coordinated construction projects to provide for more cost-effective construction.

More convenient and efficient delivery of construction and maintenance services in remote areas of the Province where the Department is the only service provider.

Restoration of highway infrastructure and structures to acceptable standards.

SUB-APPROPRIATION 15-2F**OTHER JURISDICTIONS**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Professional/Technical	10.00	608	10.00	584
Employee Benefits		88		86
	<hr/>	<hr/>	<hr/>	<hr/>
Less: Allowance for Staff Turnover	10.00	696	10.00	670
	-	(50)	-	(50)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Salaries & Employee Benefits	<u>10.00</u>	<u>646</u>	<u>10.00</u>	<u>620</u>

OTHER EXPENDITURES

Total Other Expenditures	<u>2,883</u>	<u>2,882</u>
Total Gross Expenditures	<u>3,529</u>	<u>3,502</u>
Less: Recoverable from other Government Departments	<u>(500)</u>	<u>(500)</u>
NET EXPENDITURES	<u><u>3,029</u></u>	<u><u>3,002</u></u>

SUB-APPROPRIATION 15-2G-1

PLANNING AND DESIGN

OBJECTIVES:

To plan, design and protect the existing and future highway system by consideration of safety, traffic demand, engineering, socio-economic factors, and the environment.

ACTIVITY IDENTIFICATION:

Manage the environmental approval process on behalf of the Department and provide policy direction and support in the area of construction related environmental needs.

Manage the access and development control program on the provincial highway system for the Department.

Establish policies, procedures and guidelines and provide policy direction for the placement of utilities on and adjacent to the provincial highway system.

Manage the Department's developer pay program for on-highway improvements required as a condition of access/development permits and subdivision approvals.

Review land development proposals adjacent to the provincial highway system and provide recommendations related to their compatibility with current and future highway system requirements.

Provide drafting, mapping, and photogrammetry services and maintains central plan file for highway engineering drawings legal plans.

Provide policy direction and support in the area of highway geometric design. Undertake quality assurance reviews of highway designs. Establish design standards, prepares highway design and bridge width criteria for provincial highways. Undertake functional design studies for the Department as a means of facilitating long range highway planning.

EXPECTED RESULTS:

Delivery of planning, design and environmental licensing services which result in a highway network which is safe, efficient, convenient, environmentally compatible and contributes to the sustainable economic and social development of Manitoba.

Represent the Department to Provincial Boards exercising authority over land use control and access along PTH's and administration of that authority on Provincial Roads.

Production of Manitoba's Official Highway Map.

SUB-APPROPRIATION 15-2G-1**PLANNING AND DESIGN**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	103	1.00	100
Professional/Technical	23.50	1,537	23.50	1,464
Administrative Support	8.00	361	8.00	352
Employee Benefits	-	283	-	273
	32.50	2,284	32.50	2,189
Less: Allowance for Staff Turnover		(225)		(225)
Total Salaries & Employee Benefits	32.50	2,059	32.50	1,964
OTHER EXPENDITURES				
Transportation		37		37
Communication		121		121
Supplies and Services		216		209
Minor Capital		29		29
Other Operating		110		110
Total Other Expenditures		513		506
TOTAL SUB-APPROPRIATION		2,572		2,470

SUB-APPROPRIATION 15-2G-2

PROPERTY SERVICES

OBJECTIVES:

Provide specialized technical services in support of securing right-of-way requirements for transportation and water control infrastructure, managing surface disposition of departmental road right-of-way and other real property under Transportation's control and effective right-of-way management through highway declarations, abandonments, closings and identification of right-of-way available for disposition.

ACTIVITY IDENTIFICATION:

Manage the development and coordination of implementation of operational policies, processes and guidelines for divisional staff in connection with securing right-of-way for departmental roads and water control facilities and managing certain uses thereof consistent with related legislation.

Manage the ongoing coordinating and monitoring of activities involved in securing right-of-way for highway and water control facilities and submit an annual report to Treasury Board on right-of-way acquisition expenditures under the Delegated Authority for Right-of-way Acquisition.

Manage the surface disposition of departmental road right-of-way and other real property under Transportation's control, including maintenance of an internal database.

Manage the closing of undeveloped government road allowances in connection with Manitoba's Treaty Land Entitlement program, and provide comments on related policy documents created by Conservation and ANA.

Provide expertise regarding the declaration, abandonment and closing of highways and ensure the Regulations are amended on a regular basis to reflect changes in the provincial highway network.

EXPECTED RESULTS:

Annual Report to Treasury Board required under revised Delegated Authority for Right-of-way Acquisition Expenditures

Amended Regulations under *The Highways and Transportation Act* reflecting ongoing changes in the provincial highway network

Orders of the Minister closing departmental roads and undeveloped government road allowances in connection with Manitoba's Treaty Land Entitlement Program

Ongoing support to Regions/Branches.

SUB-APPROPRIATION 15-2G-2**PROPERTY SERVICES**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	72	1.00	70
Professional/Technical	2.00	140	2.00	119
Administrative Support	-	-	-	-
Employee Benefits	-	30	-	28
	3.00	242	3.00	217
Less: Allowance for Staff Turnover	-	-	-	-
Total Salaries & Employee Benefits	3.00	242	3.00	217
OTHER EXPENDITURES				
Transportation		2		2
Communication		3		3
Supplies and Services		21		21
Minor Capital		3		3
Other Operating		8		8
Total Other Expenditures		37		37
TOTAL SUB-APPROPRIATION		279		254

RECOVERABLE FROM OTHER APPROPRIATIONS

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$ (000's)	FTE	\$ (000's)
Less: Recoverable from other appropriations		<u>(137)</u> ¹		<u>(125)</u>

Explanation:

¹ Increased recovery of salary and operating costs incurred to deliver the preservation and construction programs.

SUB-APPROPRIATION 15-2H

NORTHERN AIRPORTS AND MARINE SERVICES

OBJECTIVES:

To provide for the safe and effective provincial airports and ferries in remote northern Manitoba communities to serve their transportation and emergency needs.

ACTIVITY IDENTIFICATION:

Operations

Responsible to operate and maintain provincially owned airports and ferries to provide vital transportation of passengers, freight and medical services to isolated communities. Provides leadership and direction to obtain or ensure the continuance of the Province's operating certificates to support transportation services for passengers, freight and medical assistance as governed by the Aeronautics Act and Canada Shipping Act.

Infrastructure

Responsible for program planning and project delivery for the construction and rehabilitation of airports, ferries, buildings and docking facilities to sustain stakeholder service level demands and meet Transport Canada Regulations and Standards. Provincial infrastructure supports services such as commercial traffic, medical assistance, forest protection, tourism, mining, and economic development. Negotiate federal cost-shared contribution agreements for investments into provincial infrastructure.

Regulation and Compliance

Responsible to protect Manitoba's investment in airport and marine infrastructure through the administration, implementation, and communication of compliance and regulatory programs that enhance safety and promote uniformity with provincial, federal and international standards. Implements aviation and marine regulations ensuring alignment with provincial strategies, policies and practices while promoting economic growth and development in Manitoba communities.

Administration

Responsible to promote and encourage a culture of learning to develop staff that will operate in a respectful and professional manner. Adhere to effective team principles and maintain current state technical competency to effectively deliver the Program's mandate. Fosters an environment that encourages the recruitment, development and training of Aboriginal and non-Aboriginal employees to enhance the social well being of remote community citizens. Responsible for operational grant programs and revenue generating such as the Airport Space Lease Program, Landing Fees Program and the Manitoba Airports Assistance Program.

EXPECTED RESULTS:

Provision of airport and marine services to northern and remote communities, including facilities supporting emergency services.

Timely and appropriate response in emergencies as well as effective airport operation through appropriate training programs.

Financial assistance to municipal airport commissions respecting safe airport operation through the provision of operating grants.

Provision of an economical alternative to bridges and/or road networks in remote areas of the province.

SUB-APPROPRIATION 15-2H**NORTHERN AIRPORTS AND MARINE SERVICES**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	3.00	234	3.00	227
Professional/Technical	106.07	6,161	104.07	5,612
Administrative Support	9.00	453	7.00	330
Employee Benefits	-	1,109	-	1,011
	118.07	7,957	114.07	7,180
Less: Allowance for Staff Turnover	-	(165)	-	(165)
Total Salaries & Employee Benefits	118.07 ¹	7,792	114.07	7,015
OTHER EXPENDITURES				
Grants		102		102
Transportation		490		490
Communication		147		147
Supplies and Services		3,070		2,883
Minor Capital		25		25
Other Operating		417		417
Total Other Expenditures		4,251		4,064
Total Gross Expenditures		12,043		11,079
Less: Recoverable from other Appropriations		(275) ²		-
TOTAL SUB-APPROPRIATION		11,768		11,079

Explanation:

¹ Additional staffing required to support increased regulatory, safety and operational requirements.

² Recovery of direct salary and operating costs to deliver the Capital program

SUB-APPROPRIATION 15-2I

MATERIALS ENGINEERING

OBJECTIVES:

To provide specialized standards and design, research, testing and evaluation services toward the development and maintenance of sustainable and structurally competent highway embankments and pavements.

ACTIVITY IDENTIFICATION:

Provide information to optimize the cost-effective supply of aggregate resources for the construction, preservation and maintenance programs and liaises with external agencies to protect the department's aggregate needs.

Co-ordinate the development of the infrastructure resource allocation goals, standards and strategies and leads in optimizing the pavement expenditure programs.

Provide specialized materials testing services to ensure compliance with specifications and develops testing standards to address local conditions.

Provide pavement structural designs for the construction and the rehabilitation of pavements and structural assessments to determine spring restriction needs and the impact of special hauling proposals.

Provide and manage geotechnical investigations and studies for embankment stability, groundwater and erosion assessment and protection.

Develop and manage field and lab pavement research projects.

Design and evaluate bituminous and concrete products for pavements and structures.

Provide field testing and field quality control equipment and services.

Manage the Product Standards List that evaluates and describes the construction and maintenance materials approved for procurement.

EXPECTED RESULTS:

Engineering design and assessment services to provide an adequate and sustainable highway infrastructure to accommodate public and commercial traffic.

The supply of materials and products compliant with sustainable standards.

Technological innovation resulting in more effective use of resources, safer and longer-lasting transportation facilities and improved processes.

SUB-APPROPRIATION 15-2I

MATERIALS ENGINEERING

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	103	1.00	100
Professional/Technical	37.40	249	37.40	2,381
Administrative Support	5.00	2,652	5.00	242
Employee Benefits	-	447	-	407
	43.40	3,451	43.40	3,130
Less: Allowance for Staff Turnover	-	(215)	-	(215)
Total Salaries & Employee Benefits	43.40	3,236	43.40	2,915
OTHER EXPENDITURES				
Transportation		256		238
Communication		41		40
Supplies and Services		477		464
Minor Capital		78		77
Other Operating		286		275
Total Other Expenditures		1,138		1,094
Total Gross Expenditures		4,374		4,009
Less: Recoverable from other Appropriations		(1,743)		(1,709)
TOTAL SUB-APPROPRIATION		2,631		2,300

SUB-APPROPRIATION 15-2J

TRAFFIC ENGINEERING

OBJECTIVES:

To enhance the safety and efficiency of vehicular and pedestrian traffic on the provincial highway network, including bridges and in other jurisdictions by providing specialized traffic, operations, engineering support, standards and data.

ACTIVITY IDENTIFICATION:

Manage and direct the installation, maintenance and operation of all traffic control devices including traffic signals, major signs, flashing lights and pedestrian corridors, and traffic barriers (guardrails).

Establish standards/policies for the installation and maintenance of all traffic control devices and ITS (Intelligent Transportation System) technologies.

Manage and direct speed limit reviews and provide recommendations to the Highway Traffic Board respecting speed limits on provincial routes.

Provide expertise respecting traffic control within MIT and to other departments and jurisdictions.

Manage and direct the illumination of provincial highways.

Manage and direct the traffic monitoring program including the production of an annual report and map on traffic flows on the provincial highway system.

Maintain a database traffic collision record on provincial highways to assist in the identification of problem areas and the development and evaluation of mitigation measures.

Manage railway crossing safety on the provincial road network.

Support external clients (utilities, developers, film producers, etc.) in developing and using safe traffic control plans.

EXPECTED RESULTS:

Traffic collision reduction and improved operational efficiencies due to the proper application and operation of traffic control devices.

Minimize down time of traffic signals due to malfunction or traffic collision through timely response.

SUB-APPROPRIATION 15-2J**TRAFFIC ENGINEERING**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	103	1.00	100
Professional/Technical	17.00	1,251	17.00	1,199
Administrative Support	4.00	173	4.00	169
Employee Benefits	-	230	-	226
	22.00	1,757	22.00	1,694
Less: Allowance for Staff Turnover	-	(105)	-	(105)
Total Salaries & Employee Benefits	22.00	1,652	22.00	1,589
OTHER EXPENDITURES				
Transportation		85		85
Communication		36		36
Supplies and Services		167		134
Minor Capital		23		23
Other Operating		140		140
Total Other Expenditures		451		418
Total Gross Expenditures		2,103		2,007
Less: Recoverable from other Appropriations		(677)		(620)
TOTAL SUB-APPROPRIATION		1,426		1,387

SUB-APPROPRIATION 15-2K

TRANSPORTATION POLICY

OBJECTIVES:

While valuing the diversity of our people, innovative culture and public stewardship, advise and support government in the development of innovative and sustainable transportation policies, plans, programs and legislation.

ACTIVITY IDENTIFICATION:

Brings a proactive and informed approach to addressing transportation issues and influencing the development of effective Federal/Provincial policy relating to all transportation modes.

Provide guidance to the Department's capital program within a framework of integrated transportation modes for economic development and land use planning.

Develop innovative financing strategies for transportation infrastructure, provide long-term transportation plans and policies, and prioritize and optimize the Province's investments in transportation infrastructure.

Work towards the implementation of strategic initiatives that will enhance the safety, security, effectiveness, efficiency and sustainability of Manitoba's transportation network.

Supply the expertise necessary for a legislative and regulatory framework that supports the Department's vision of a transportation system that is safe, efficient and supports the sustainable social and economic growth of Manitoba.

Coordinate the provision of executive decision-making support to the Deputy Minister, Minister, CEDC, Treasury Board, Cabinet, and Premier.

Provide management guidance to the branches; establish divisional administrative policies and develops specifications, standards, and procedures that govern the delivery of professional policy and planning advice and services; manage and monitor a task assignment protocol to ensure effective and timely responses to requests; and oversee the divisional budget allocation and provides administrative support to branch managers and staff.

EXPECTED RESULTS:

Proactive and informed approach to addressing transportation issues and influencing the development of effective Federal/Provincial policy relating to all transportation modes.

Guidance to the Department's capital program reflecting integrated transportation modes for economic development and land use planning. Innovative transportation infrastructure financing strategies; long term transportation system plans and policies; prioritization and optimization of the Province's investments in transportation infrastructure.

Implementation of strategic initiatives that will enhance the safety, security, efficiency, and sustainability of Manitoba's transportation network.

A legislative and regulatory framework that supports the Department's vision of a transportation system that is safe, efficient, and supports the sustainable social and economic growth of Manitoba.

SUB-APPROPRIATION 15-2K**TRANSPORTATION POLICY**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$'000's	FTE	\$'000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	2.00	341	2.00	234
Professional/Technical	18.50	1,508	16.00	1,324
Administrative Support	8.50	435	8.50	422
Employee Benefits	-	347	-	305
	29.00	2,631	26.50	2,285
Less: Allowance for Staff Turnover	-	(180)	-	(180)
Total Salaries & Employee Benefits	29.00	2,451	26.50	2,105
OTHER EXPENDITURES				
Grants		105		105
Transportation		56		56
Communication		37		35
Supplies and Services		895		890
Other Operating		237		233
Total Other Expenditures		1,330		1,319
Churchill Gateway Development Initiative		200		200
Total Gross Expenditures		3,981		3,624
Less: Recoverable from other Appropriations		(55)		(50)
TOTAL SUB-APPROPRIATION		3,926		3,574

Explanation:

1 Additional positions to provide program support

SUB-APPROPRIATION 15-2L

MANITOBA PUBLIC INSURANCE AGREEMENT

OBJECTIVES:

To provide funding to Manitoba Public Insurance for the delivery of driver licensing and vehicle registration programs and related services on behalf of Government.

ACTIVITY IDENTIFICATION:

The Agreement confirms and clarifies the responsibilities of Manitoba Public Insurance established under *The Drivers and Vehicles Act* in delivering driver and vehicle licensing programs.

The Agreement identifies the specific services that will be delivered and the payment that will be made for delivery of those services on an annual basis.

The Services are:

- (a) Driver Licensing;
- (b) Vehicle Registration;
- (c) Driver Improvement and Control;
- (d) Alcohol and Drug Program;
- (e) Vehicle Dealers, Salespersons and Recyclers;
- (f) Driver Training Schools and Instructors;
- (g) Vehicle Standards and Inspection Programs;
- (h) Provincial Photo Identification Card Program (upon proclamation);
- (i) Medical Records;
- (j) Driver Testing;
- (k) Driver Records and Suspension;
- (l) Research and Information Services;
- (m) Maintaining registries; and
- (n) Record keeping, reporting and information management.

EXPECTED RESULTS:

Improved customer service through effective and efficient delivery of driver and vehicle licensing programs and services by Manitoba Public Insurance.

SUB-APPROPRIATION 15-2L**MANITOBA PUBLIC INSURANCE AGREEMENT**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
Manitoba Public Insurance Agreement		<u>21,197</u>		<u>21,197</u>
TOTAL SUB-APPROPRIATION		<u>21,197</u>		<u>21,197</u>

SUB-APPROPRIATION 15-2M-1

MOTOR TRANSPORT AND HIGHWAY TRAFFIC BOARDS

OBJECTIVES:

To ensure all Manitobans are provided with adequate transportation services at a reasonable cost through the administration of a regulatory system under *The Highway Traffic Act* governing motor carriers and public service vehicle operators.

To ensure the safety of the traveling public and protection of highway infrastructure through the administration of *The Highways Protection Act* and provide uniformity throughout the Province in relation to speed limits, traffic control devices, highway classifications, weight limits, bridge restrictions and parking, under *The Highway Traffic Act*.

ACTIVITY IDENTIFICATION:

Determines operating authorities for inter-city bus, inter-municipal liveries and short line railway industries involved in public service operations.

Monitors and establishes transportation rates and charges for PSV scheduled bus carriers and inter-municipal livery operators.

Determines sanctions on motor carriers and PSV operators for breaches of regulations.

Establishes control lines to regulate access and development adjacent to Provincial Trunk Highways.

Reviews and processes applications for access onto limited access highways and development adjacent to these highways.

Provides decisions on speed limits and traffic control devices; make decisions on changes to weight limits and highway classifications on provincial & municipal roads.

Conducts public hearings on current issues; makes orders and regulations, and provides policy input to the Minister.

EXPECTED RESULTS:

Provision of a flexible regulatory system for motor carriers and PSV operators.

Continued progress in the orderly phase out of economic regulation of the motor carrier industry.

Enhanced public safety and on-going protection of highways infrastructure and uniformity for persons using the highway.

Protection of the rights of the general public through the provision of public hearings and appropriate enforcement of sanctions with regulations and orders.

SUB-APPROPRIATION 15-2M-1**MOTOR TRANSPORT AND HIGHWAY TRAFFIC BOARDS**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$'000's)	FTE	\$'000's)
SALARIES & EMPLOYEE BENEFITS				
Administrative Support	3.00	178	3.00	168
Other	-	96	-	93
Board Members	-	44	-	43
Employee Benefits				
Less: Allowance for Staff Turnover	3.00	318	3.00	304
	-	(12)	-	(12)
Total Salaries & Employee Benefits	<u>3.00</u>	<u>306</u>	<u>3.00</u>	<u>292</u>
OTHER EXPENDITURES				
Transportation		26		26
Communication		54		54
Supplies and Services		50		51
Other Operating		32		32
Total Other Expenditures		<u>162</u>		<u>163</u>
TOTAL SUB-APPROPRIATION		<u>468</u>		<u>455</u>

SUB-APPROPRIATION 15-2M-2

LICENCE SUSPENSION APPEAL BOARD AND MEDICAL REVIEW COMMITTEE

OBJECTIVES:

The Licence Suspension Appeal Board (LSAB) provides an appeal procedure for applicants whose driver licences have been suspended for convictions and/or poor driving records.

The Medical Review Committee provides a medical review of appeals based on medical grounds.

ACTIVITY IDENTIFICATION:

The Licence Suspension Appeal Board (LSAB) and The Medical Review Committee (MRC) provide decisions regarding licence suspension appeals.

The LSAB reviews and processes applications for relief of exceptional hardship during suspension of driving privileges. The primary function of the LSAB is to hear appeals of individuals who have had their driver's licences suspended by the Courts or the Registrar of Motor Vehicles. *The Highway Traffic Act* further provides for the board to hear appeals for suspensions, cancellations, or denials of Driving School Permits, Driving School Instructor Permits, Automobile Dealers Permits, Salesmen's Permits, Safety Inspection Station Permits and Mechanic's Permits.

The Medical Review Committee determines whether the standards, as set out by The Canadian Medical Association, The National Safety Code, and Manitoba Regulation 412/87, are applied in a fair and equitable manner and whether an exception to the rule may be made. The Committee may confirm, quash or vary the decision of the Registrar of Motor Vehicles.

EXPECTED RESULTS:

The delivery of a licence suspension review process that contributes to the safe operation of vehicles throughout the provincial highway system.

The provision of an appeal process in that provides fair hearing and consideration of pertinent information regarding licence/permit suspensions and/or cancellations.

SUB-APPROPRIATION 15-2M-2**LICENCE SUSPENSION APPEAL BOARD AND MEDICAL REVIEW COMMITTEE**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Administrative Support	3.00	169	3.00	160
Other				
Board Members	-	79	-	75
Employee Benefits	-	56	-	52
	3.00	304	3.00	287
Less: Allowance for Staff Turnover	-	(10)	-	(10)
Total Salaries & Employee Benefits	3.00	294	3.00	277
OTHER EXPENDITURES				
Transportation		17		17
Communication		7		7
Supplies and Services		47		47
Other Operating		16		16
Total Other Expenditures		87		87
TOTAL SUB-APPROPRIATION		381		364

SUB-APPROPRIATION 15-2M-3

TAXICAB BOARD

OBJECTIVES:

To ensure citizens in Winnipeg receive quality taxicab service that meets the public need at reasonable cost through the administration of a system of economic regulation.

ACTIVITY IDENTIFICATION:

Conducts public hearings on matters relating to industry and users.

Establishes, reviews and revises the number of taxicab licences required by the public convenience and necessity.

Regulates rates charged by industry.

Issues taxicab licences, taxicab driver licences and regulates licence transfers.

Provides training for taxicab drivers.

Establishes vehicle standards and inspects taxicabs for vehicle condition and meter accuracy.

Investigates and resolves complaints against taxicab operators and drivers for breaches of regulations and service failures when warranted.

Maintains a liaison between the Board and the taxicab industry, governments and other affected groups.

EXPECTED RESULTS:

Taxicab service that satisfies the public need at a reasonable cost within the City of Winnipeg through the provision of licences, rates and standards.

All taxicab businesses and drivers operating in the City of Winnipeg are duly licenced.

Acceptable and uniform standard of taxicab service delivery.

Effectively addressing concerns of the taxicab industry and user public through the provision of public hearings.

Trained taxicab drivers who can provide safe and courteous transportation services.

SUB-APPROPRIATION 15-2M-3**TAXICAB BOARD**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Professional/Technical	4.00	244	4.00	232
Administrative Support	4.00	196	4.00	190
Other				
Board Members	-	85	-	80
Employee Benefits	-	90	-	79
	8.00	615	8.00	581
Less: Allowance for Staff Turnover		(18)		(18)
Total Salaries & Employee Benefits	8.00	597	8.00	563
OTHER EXPENDITURES				
Transportation		26		26
Communication		17		17
Supplies and Services		83		85
Other Operating		26		26
Total Other Expenditures		152		154
TOTAL SUB-APPROPRIATION		749		717

Resolution No	Approp No	Infrastructure and Transportation (15) Details of Appropriation	Estimates of Expenditure 2009/10 \$(000's)	Estimates of Expenditure 2008/09 \$(000's)
15.3		3. GOVERNMENT SERVICES PROGRAMS	51,153	49,082
		<ul style="list-style-type: none"> • Responsible for planning, design and project management of all capital and client funded projects within provincially owned and leased facilities, including the commissioning of all new building systems to ensure that they adhere to government standards. • Provides professional and technical consulting services and develops project construction estimates; also provides regulatory and policy assessments of projects to ensure adherence with environmental and safety legislation and related policies including the government's 'green' initiatives such as the "Green Building Policy". • Responsible for the day to day operation and maintenance of all owned and leased facilities within the provincial portfolio. • Responsible for the acquisition, renewal and monitoring of leased facilities within the provincial portfolio. Responsible for the delivery of the provincial Parking Program which is mandated to provide fair and equitable access to parking for the conduct of government business on a cost recoverable basis. • Provides financial and administrative services which support all branches within the division. • Provides a safe and secure working environment for government employees and the public within provincial facilities. • Identifies and charges costs of owned and leased space to government programs occupying such space as required to deliver their programs effectively. • Responsible for the strategic long term planning and development of policies, standards and procedures for provincial accommodation requirements. • Provides corporate procurement services to all government department and certain agencies to ensure each purchase contract represents fair and reasonable costs to taxpayers, while extending competitive opportunity to all interested suppliers. Provides management and procurement of facsimile and photocopy equipment. • Provides economic and efficient air transportation services for clients through effective fleet utilization and co-ordination of Air Ambulance, Fire Suppression and General Transport programs. • Special Operating Agencies: Materials Distribution, Crown Lands and Property and Vehicle and Equipment Management. 		

Resolution No	Approp No	Infrastructure and Transportation (15) Details of Appropriation	Estimates of Expenditure	Estimates of Expenditure
			2009/10 \$(000's)	2008/09 \$(000's)
15.3	3.	GOVERNMENT SERVICES PROGRAMS	51,153	49,082
a)	Project Services		3,062	2,422
b)	Major Projects		-	-
c)	Operations		66,216	63,711
d)	Leasing Accommodation Management and Parking		30,628	28,611
e)	Divisional Support Services		2,031	1,982
f)	Security Services		5,345	5,186
g)	Accommodation Cost Recovery		(59,705)	(56,297)
h)	Corporate Accommodation Planning		915	897
i)	Procurement Services		2,661	2,570
j)	Government Air Services		-	-
k)	Materials Distribution Agency		-	-
l)	Crown Lands and Property Agency		-	-
m)	Vehicle and Equipment Management Agency		-	-
			51,153	49,082

SUB-APPROPRIATION 15-3A

PROJECT SERVICES

OBJECTIVES:

Provide coordination and monitoring of accommodation projects through utilization of internal and external professional and technical services for planning, design, leasing and construction management.

ACTIVITY IDENTIFICATION:

Client Services involves overall project planning coordination related to government accommodation projects which include optimum space utilization and compliance with changing programs, policies and new initiatives, within the context of accommodation strategic planning.

Project Management coordinates all aspects of Capital, Operational, and Client projects assigned to the branch to ensure timely completion. This includes programming and design services, estimating services which provide total project cost estimates (cost and duration) for proposed or actual new construction and renovation proposals, and complete project coordination.

Technical Consultations provide technical expertise to all branches within the Division and to other Provincial departments on projects; provide guidance on the development of project scopes of work.

Architectural / Engineering Services involves the ongoing development of new policies and design standards for the Province of Manitoba's building portfolio and providing design/construction documentation for selected projects.

Monitoring of Consultants involves the monitoring and approval of all outside consultant drawings and specifications to ensure compliance with related legislated policies, building codes, and established standards, participating in site inspections and the commissioning phase of a project.

Managed Environment Infrastructure Support provides long range planning, estimating, design and construction of electrical, structured cabling, and mechanical infrastructure within the Managed Environment.

EXPECTED RESULTS:

Effective design and project management of all accommodation projects.

Delivery of high quality projects within projected timelines and budgets.

Expert, professional advice on accommodation development issues.

SUB-APPROPRIATION 15-3A

PROJECT SERVICES

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$'000's)	FTE	\$'000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	99	1.00	92
Professional/Technical	38.00	3,555	38.00	3,444
Administrative Support	3.00	135	3.00	129
Employee Benefits	-	597	-	586
	42.00	4,386	42.00	4,251
Less: Allowance for Staff Turnover	-	(84)	-	(84)
Total Salaries & Employee Benefits	42.00	4,302	42.00	4,167
OTHER EXPENDITURES				
Transportation		19		19
Communication		50		50
Supplies and Services		189		184
Minor Capital		5,256		5,256
Other Operating		239		239
Alterations/Renovations - Minor Projects		2,936		2,436
Total Other Expenditures		8,689		8,184
Total Gross Expenditures		12,991		12,351
Less: Recoverable from Part B Capital Investment		(5,256)		(5,256)
Less: Recovery from other Appropriations		(4,673)		(4,673)
TOTAL SUB-APPROPRIATION		3,062	¹	2,422

Explanation:

¹ An increase of \$500 for minor capital projects including facility repairs, renovations and relocations

SUB-APPROPRIATION 15-3B

MAJOR PROJECTS

OBJECTIVES:

Provide project management including coordination and monitoring of major capital projects through utilization of internal and external professional and technical services for planning, design and construction management.

ACTIVITY IDENTIFICATION:

Client Services involves overall project planning coordination related to major capital projects.

Project Management coordinates all aspects of Capital and Client projects assigned to the branch to ensure timely completion. This includes design services, estimating services, which provides total project cost estimates, (cost and duration), for proposed or actual new construction and renovation proposals, and complete project coordination.

Technical Consultations provide technical expertise to all branches within the Division in relation to major capital projects.

Monitoring of Consultants involves the monitoring and approval of all outside consultant drawings and specifications to ensure compliance with related legislated policies, building codes, and established standards, participating in site inspections and the commissioning phase of a project.

EXPECTED RESULTS:

Effective design and project management of all major capital projects.

Delivery of high quality projects within projected timelines and on budget.

Expert, professional advice on accommodation development issues.

SUB-APPROPRIATION 15-3B**MAJOR PROJECTS**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	85	1.00	83
Professional/Technical	8.00	780	5.00	560
Administrative Support	-	-	-	-
Employee Benefits	-	133	-	109
	<u>9.00</u>	<u>998</u>	<u>6.00</u>	<u>752</u>
Less: Allowance for Staff Turnover	-	(4)	-	(4)
Total Salaries & Employee Benefits	<u>9.00</u> ¹	<u>994</u>	<u>6.00</u>	<u>748</u>
OTHER EXPENDITURES				
Transportation	-	-	-	-
Communication		13		9
Supplies and Services		4		-
Minor Capital	-	-	-	-
Other Operating		248		232
Total Other Expenditures		265		241
Total Gross Expenditures		1,259		989
Less: Recovery from other Appropriations		(1,259)		(989)

TOTAL SUB-APPROPRIATION*Explanation:*¹ Additional positions for new project coordinators.

SUB-APPROPRIATION 15-3C

OPERATIONS

OBJECTIVE:

Operate and maintain safe, quality and sustainable working environments for government departments and agencies delivering public programs occupying space in owned or leased buildings where the Division is the service provider.

ACTIVITY IDENTIFICATION:

District Operations: The Operations Branch delivers its mission profile across the Province, subdivided into four districts. Within each district, the branch provides comprehensive facility management services in provincially owned facilities including employee housing units.

Across the portfolio of owned buildings the preventive maintenance program is delivered through the assigned facility managers. Working on-site they provide the first line of support maintaining the infrastructure and addressing client requirements. Corrective maintenance is typically provided through the District Trades Pool, or through contracted services when and where required.

District head offices are supported by technical, financial and administrative staff. Together, the district teams provide services across a breadth of functionalities including; energy management, implementation of sustainable development protocols, assurance of optimal fire and life safety systems, effective safety and health protection, overseeing of janitorial services and the provision of recycling and diversion of waste from landfill sites.

Technical & Energy Services: An organization in support of the Branch mission, Technical and Energy Services provides a level of engineering advice, corrective maintenance support and preventive maintenance analysis and planning beyond that held within district resources. Environmental initiatives and special initiatives are centrally coordinated from within this section. Technical and Energy Services is also responsible for the preparation on the Emergency and Business Continuity Plans for the Department.

A special component of District 1, the **Legislative Ground Section** is responsible for the upkeep of roads, sidewalks, parking lots, grounds for Provincial properties including Legislative grounds, Law Courts grounds and Memorial Park/Blvd. Grounds operates the Provincial Greenhouse, providing decorative plants for many of the Province's buildings, horticultural expertise and grounds maintenance province-wide.

EXPECTED RESULTS:

Provide safe, quality and sustainable working environments by ensuring buildings are well maintained and meeting all legislated code requirements.

Maintenance and operation of facilities will ensure the effective and efficient operation of buildings with reduced greenhouse gas emissions and lower utility costs, while maintaining the value of the assets.

SUB-APPROPRIATION 15-3C

OPERATIONS

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$ (000's)	FTE	\$ (000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	7.00	548	7.00	528
Technical/Professional	347.19	20,033	335.19	18,688
Administrative Support	28.00	1,238	28.00	1,286
Employee Benefits	-	3,432	-	3,262
	382.19	25,251	370.19	23,764
Less: Allowance for Staff Turnover	-	(897)	-	(897)
Total Salaries & Employee Benefits	382.19 ¹	24,354	370.19	22,867
OTHER EXPENDITURES				
Grant - Town of Churchill		899		899
Grants in Lieu of Taxes		11,915		11,915
Transportation		633		633
Communication		283		283
Supplies & Services		25,382		24,364
Minor Capital		2,772		2,772
Other Operating		5,203		5,203
Total Other Expenditures		47,087 ²		46,069
Total Gross Expenditures		71,441		68,936
Less: Recoverable from other Appropriations		(5,225)		(5,225)
TOTAL SUB-APPROPRIATION		66,216		63,711

Explanation:

¹ Additional staff are required to operate new facilities

² Increase in trade services of \$500 and \$499 for Utilities

SUB-APPROPRIATION 15-3D

LEASING ACCOMMODATION MANAGEMENT AND PARKING

OBJECTIVES:

To provide for the acquisition, renewal and monitoring of leased facilities within the Accommodation Services Division portfolio and provide commercial and real estate expertise with respect to accommodation related issues.

ACTIVITY IDENTIFICATION:

Lease Acquisition and Renewal: Acquire lease properties, which meet the client Departments' program needs. Negotiates leases which are cost effective and meets the needs of client programs and the Province of Manitoba. Identify expiring leases and negotiates lease renewals at preferred rates including tenant improvements to meet the client program current requirements. Negotiate new lease transaction and lease renewals through direct negotiation on the Request for Proposal (RFP) process. Prepare annual Leased Properties estimates.

Lease Administration: Provide day to day administration of all properties leased by the province and ensure the proper use of Tenant Improvement Allowance agreed upon during lease negotiations. Coordinate the maintenance and operations of leased premises in accordance with terms and conditions of lease agreements throughout their term. Negotiate and administer leasehold improvements undertaken during the term of a lease agreement. Provide a point of contact and resolution for client service related issues. Manage conflict resolution between all parties for contravention to the terms and conditions of lease agreements or Acts which apply to the properties (e.g. Workplace Safety & Health). Administer financial transactions such as rental payments, escalations, operating expenditures and adjustments as set out in the terms and conditions of the lease agreements.

Lease Documentation: Create and maintain all lease documentation and related ancillary documents for the lease portfolio.

Drawing and Record Archives: Provides space inventory drawings that depict base plans showing workgroup allocations which supports the ACRS program. Maintains centralized storage of all drawings, including as-builts, working drawings, etc.

Contracting Services: Provide all contracting and tendering activities for the Division including preparation and award of contracts, adherence to government policies and procedures.

Parking: Maintain a controlled, cost recovery, paid parking program for all property owned or leased by the Province and to provide management for the program.

EXPECTED RESULTS:

- Acquisition and renewal of cost effective leased space for the Province of Manitoba.
- Ongoing effective administration of leased properties ensuring client satisfaction and prudent fiscal management accomplished through feedback.
- Increase in staff commuting by carpooling and cycling.
- Complete and validated building base data entered into SAP
- New acquisitions and lease renewals are targeted at 5% below the market rate due to the Provinces' "A" class covenant.
- Timely preparation, advertising, award, administration, and monitoring of all contracts.
- Parking Revenues and recoveries offset program expenditures.

SUB-APPROPRIATION 15-3D**LEASING ACCOMMODATION MANAGEMENT AND PARKING**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$'000's)	FTE	\$'000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	88	1.00	81
Technical/Professional	7.00	434	7.00	413
Administrative Support	12.00	633	12.00	616
Employee Benefits	-	190	-	187
	20.00	1,345	20.00	1,297
Less: Allowance for Staff Turnover	-	(13)	-	(13)
Total Salaries & Employee Benefits	20.00	1,332	20.00	1,284
OTHER EXPENDITURES				
Transportation		31		31
Communication		14		14
Supplies and Services		259		259
Rent - Real Estate		32,221		30,252
Other Operating		58		58
Total Other Expenditures		32,583		30,614
Less: Recoverable from other Appropriations		(3,287)		(3,287)
TOTAL SUB-APPROPRIATION		30,628		28,611

*Explanation:*¹ Increase in lease costs.

SUB-APPROPRIATION 15-3E

DIVISIONAL SUPPORT SERVICES

OBJECTIVES:

Provide accounting and administrative support functions for the Division. Provide sustainment and system support activities for three new SAP modules for the Division.

ACTIVITY IDENTIFICATION:

Financial Services: Ensure accurate, timely completion of all activities related to Accounts Payable, General Financial Services, Account Receivable Recoveries and Revenues, and Financial Reporting for the Division within the SAP environment. This includes tracking, reporting and controlling divisional budgets, capital and client-funded projects, salary costs and allocations, and operating expenditures. Manage all financial aspects relating to the delivery of services provided by Accommodation Services Division (ASD), ensuring that financial policies and procedures are followed. Coordinate the preparation of Divisional annual estimates and monthly forecasts.

System Support: Co-ordinate timely end user training, system & procedural compliance reporting, and system maintenance activities. Lead the development of Standard Operating Procedures (SOP's), which are aligned with the organizational structure and business requirements. Co-ordinate the review of and updates to divisional Master Data. Liaise with the Department of Science, Technology, Energy and Mines to complete technical configuration changes. Maximize the benefit of the SAP toolset for the divisional end users.

Administrative Support: Provide general secretarial and clerical support for the Division. This includes administrative support for human resource activities required by the Branches.

EXPECTED RESULTS:

All financial transactions in the Accommodation Services Division meet financial standards required by government.

Accurate and timely reporting of divisional expenditures and revenues, budgets, and program related financial and administrative information, to support the delivery of services for Accommodation Services Division.

Effective and efficient usage of SAP by the ASD end user community.

Effective and efficient administrative support.

SUB-APPROPRIATION 15-3E**DIVISIONAL SUPPORT SERVICES**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$'000's)	FTE	\$'000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	117	1.00	110
Technical/Professional	6.00	460	6.00	497
Administrative Support	13.18	900	13.18	826
Employee Benefits	-	243	-	239
	20.18	1,720	20.18	1,672
Less: Allowance for Staff Turnover		(33)		(33)
Total Salaries & Employee Benefits	20.18	1,687	20.18	1,639
OTHER EXPENDITURES				
Transportation		15		15
Communication		30		30
Supplies and Services		150		149
Minor Capital		8		8
Other Operating		141		141
Total Other Expenditures		344		343
TOTAL SUB-APPROPRIATION		2,031		1,982

SUB-APPROPRIATION 15-3F

SECURITY SERVICES

OBJECTIVES:

Provide comprehensive and cost-effective security for all provincial staff, personnel, and visitors in owned or leased buildings where the Division is the service provider.

ACTIVITY IDENTIFICATION:

Security Management ensures government assets are protected, assists departments in maintaining and establishing a safe environment for staff, visitors, elected officials, and visiting dignitaries. Protects the "Seat of Government" at the Legislative Building. Administers the government security identification card program.

Locksmith & Electronics Security & Technical Services provides and maintains mechanical/ electronic security systems to all provincial facilities.

Government Monitoring and Communication Center electronically monitors all fire, duress, environmental, mechanical and intrusion alarms at provincial facilities throughout the Province. The Center also dispatches emergency response.

Consulting Services develops designs, installs and sets standards for security systems in government facilities. Provides consulting and security awareness training services related to personal and physical security to all government departments.

Security Investigations investigates security related incidents, threats, theft, vandalism etc. in government facilities with a view of taking preventative action. Liaises between clients and police authorities throughout the Province on issues related to security.

Mobile Guard Services provides security officer services to client departments, boards, commissions, agencies and acts as key holder to all alarms.

EXPECTED RESULTS:

Safe employees and visitors in government facilities.

Government assets and properties are protected from theft, vandalism and misadventure.

The Seat of Government is secure with the security of the Premier, Cabinet Ministers, MLA's, and visiting dignitaries ensured.

The annual Security Review of the Legislature.

SUB-APPROPRIATION 15-3F**SECURITY SERVICES**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	90	1.00	84
Professional/Technical	86.79	4,160	86.79	4,043
Administrative Support	11.00	514	11.00	492
Employee Benefits	-	696	-	684
	98.79	5,460	98.79	5,303
Less: Allowance for Staff Turnover	-	(149)	-	(149)
Total Salaries & Employee Benefits	98.79	5,311	98.79	5,154
OTHER EXPENDITURES				
Transportation		162		162
Communication		52		52
Supplies and Services		270		268
Minor Capital		330		330
Other Operating		231		231
Total Other Expenditures		1,045		1,043
Total Gross Expenditures		6,356		6,197
Less: Recoverable from other Appropriations		(1,011)		(1,011)
TOTAL SUB-APPROPRIATION		5,345		5,186

SUB-APPROPRIATION 15-3G

ACCOMMODATION COST RECOVERY

OBJECTIVES:

To manage an Accommodation Cost Recovery System (ACRS) that allocates charges to all tenants that occupy owned or leased office and warehouse space.

ACTIVITY IDENTIFICATION:

The Accommodation Cost Recovery program is jointly administered by the Accommodation Services and Administration and Finance Divisions of Manitoba Infrastructure and Transportation. The program is supported by the technology-based Accommodation Cost Recovery System (ACRS). Program activities are as follows.

- Develops, implements and maintains relevant policies and administrative procedures necessary to the delivery of the Accommodation Cost Recovery program.
- Maintains a perpetual inventory, indexed by occupant, of all government owned and leased accommodation.
- Identifies the cost of the space occupied by each program and client work group within programs.
- Processes a billing to each client work group for the cost of the space it occupies.
- Develops and circulates all relevant written guidelines and financial reports.

EXPECTED RESULTS:

Provision of a shared accountability for accommodation management between ACRS and all other departments.

Provision of accommodation cost by client work group as part of their overall program delivery costs, leading to a more effective utilization of space.

Provision of costing information enabling management and elected officials to more accurately assess program effectiveness.

SUB-APPROPRIATION 15-3G**ACCOMMODATION COST RECOVERY**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$ (000's)	FTE	\$ (000's)
Recovery from other Appropriations		<u>(59,705)</u>		<u>(56,297)</u>
TOTAL SUB-APPROPRIATION		<u><u>(59,705)</u></u>		<u><u>(56,297)</u></u>

SUB-APPROPRIATION 15-3H

CORPORATE ACCOMMODATION PLANNING

OBJECTIVES:

Provide leadership and advice to assist in the development of strategic long range accommodation planning.

ACTIVITY IDENTIFICATION:

Strategic Asset Management: Working with the client departments, central agencies and ASD branches, lead strategic asset management planning in an effort to anticipate the impact of various facility investment decisions.

Policy Review and Development: Work to develop a methodology and criteria as part of a policy framework to evaluate the Province's holdings and assist in the development and maintenance of an efficient infrastructure portfolio.

Performance Measurement: Foster advancements in the area of performance measurement and continuous improvement for the division and aid in the adaptation or development of Performance Measures along with indicators and benchmarks using the SMART system.

Special Initiatives: Coordinate Division participation in horizontal initiatives and intergovernmental efforts.

EXPECTED RESULTS:

Establishment of a strategic framework to provide guidance for the planning, acquisition, operating and disposal priorities and opportunities.

Coordinated capital plans to maximize government resources in support of public programs.

Coordinated implementation of performance measures, indicators and benchmarks in support of management decision making.

Well researched options respecting accommodation policy and procedures.

Program and policy analysis and development as it relates to the government portfolio for efficient and effective program delivery.

SUB-APPROPRIATION 15-3H**CORPORATE ACCOMMODATION PLANNING**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$ (000's)	FTE	\$ (000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	91	1.00	88
Professional/Technical	5.00	403	5.00	391
Administrative Support	1.00	124	1.00	123
Employee Benefits	-	<u>107</u>	-	<u>105</u>
	7.00	725	7.00	707
Less: Allowance for Staff Turnover	-	<u>(13)</u>	-	<u>(13)</u>
Total Salaries & Employee Benefits	<u>7.00</u>	<u>712</u>	<u>7.00</u>	<u>694</u>
OTHER EXPENDITURES				
Transportation		20		20
Communication		5		5
Supplies and Services		140		140
Minor Capital		-		-
Other Operating		<u>38</u>		<u>38</u>
Total Other Expenditures		<u>203</u>		<u>203</u>
TOTAL SUB-APPROPRIATION		<u>915</u>		<u>897</u>

SUB-APPROPRIATION 15-3I

PROCUREMENT SERVICES

OBJECTIVES:

To provide corporate procurement services to all government departments and certain agencies to ensure that each purchase contract represents a fair and reasonable cost to taxpayers, and that it extends competitive opportunity to interested suppliers.

ACTIVITY IDENTIFICATION:

Provide departments and certain agencies with centralized tendering and contracting services for goods and related services.

Provide product specifications, material identification, cataloguing services and commodity standardization strategies.

Promote Sustainable Development procurement initiatives including the purchase and use of environmentally preferred goods and services across government.

Increase the participation of Aboriginal Businesses in providing goods and services to Manitoba through the implementation of the Aboriginal Procurement Initiative; liaise with the vendor community to promote business opportunities and increase the participation of small businesses.

Develop corporate supply strategies and establish contracts for common use goods and related services used across government. Provide consultative services to clients regarding product evaluations, procurement methods, and contract terminology.

Develop and implement corporate procurement policies and establish best practices with input from departmental representation on the Manitoba Procurement Council and guidance from the Deputy Ministers Committee on Procurement.

Participate in Federal/Provincial procurement initiatives such as reduction of inter-provincial trade barriers, inter-provincial information networks and initiatives aimed at improving access to government procurement.

Administer government-wide purchasing activity through the delegation of purchasing authority of the Purchasing Card.

EXPECTED RESULTS:

Reduction in overall administrative costs to government through elimination of effort duplication.

Reduction or long term stabilization of the cost of goods or services through demand consolidation and the utilization of procurement supply strategies.

Improved client service through standardized procurement policy and practices and streamlining of operating procedures.

SUB-APPROPRIATION 15-3I**PROCUREMENT SERVICES**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$ (000's)	FTE	\$ (000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	2.00	208	2.00	202
Professional/Technical	18.00	1,119	18.00	1,083
Administrative Support	12.60	710	12.60	697
Employee Benefits	-	322	-	288
	32.60	2,359	32.60	2,270
Less: Allowance for Staff Turnover	-	(75)	-	(75)
Total Salaries & Employee Benefits	32.60	2,284	32.60	2,195
OTHER EXPENDITURES				
Transportation		17		17
Communication		45		45
Supplies and Services		167		165
Minor Capital		7		7
Other Operating		141		141
Total Other Expenditures		377		375
TOTAL SUB-APPROPRIATION		2,661		2,570

SUB-APPROPRIATION 15-3J

GOVERNMENT AIR SERVICES

OBJECTIVES:

Provide specialty air transportation services including Lifeflight Air Ambulance, aerial surveillance and forest fire suppression, air transportation of personnel and cargo and co-ordination and certification of government charter flying in private sector aircraft.

ACTIVITY IDENTIFICATION:

Air Ambulance – In conjunction with Manitoba Health, Air Services provides Lifeflight air ambulance transportation, both in and outside the Province, using two (2) Manitoba owned jets and private sector aircraft.

Fire Suppression – One of Air Services' major responsibilities is meeting Manitoba's aerial surveillance and forest fire suppression needs in conjunction with Manitoba Conservation, using seven (7) CL-215 Water Bombers, three (3) Cessna twin engine Birddog aircraft, two (2) turbine powered DeHavilland Single Otter aircraft and one (1) turbine powered DeHavilland Twin Otter aircraft.

General Transportation – When the aircraft are not being utilized for either fire suppression or air ambulance purposes, Air Services provides air transport services for provincial personnel and cargo using: the eight passenger Cessna jet; the nine passenger Piper Navajo twin engine aircraft; the three, five passenger Cessna 310s, the two, ten passenger float/ski equipped DeHavilland Single Otters and the eighteen passenger Twin Otter. In addition to the actual transport, Air Services also coordinates and audits charter billings for all clients flying in private sector aircraft.

EXPECTED RESULTS:

Safe, economic and efficient air transportation services for clients through effective fleet utilization and co-ordination of programs in provincial and private sector aircraft including completion of a cost-effective analysis of all aircraft to determine economic implications associated with existing types of aircraft and usage.

Air Ambulance – To provide 24 hours, seven days a week, Lifeflight operations to the Provincial and Federal Departments of Health to meet program requirements.

Fire Suppression – To ensure aircraft availability annually from April 1 to October 31 (freeze up) for Manitoba Conservation to meet program expectations in containing forest fires within Manitoba and throughout North America on an as required basis.

General Transportation – Air Services performs operational program audits to identify the full costs and benefits of its general transport program. Additionally, opportunities for achieving economies of scale through more efficient use of hangar space, private sector and government aircraft are also identified.

SUB-APPROPRIATION 15-3J**GOVERNMENT AIR SERVICES**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	108	1.00	103
Professional/Technical	68.00	6,037	68.00	5,551
Administrative Support	11.00	566	11.00	546
Employee Benefits	-	924	-	903
Less: Allowance for Staff Turnover	80.00	7,635	80.00	7,103
	-	(199)	-	(199)
Total Salaries & Employee Benefits	<u>80.00</u>	<u>7,436</u>	<u>80.00</u>	<u>6,904</u>
OTHER EXPENDITURES				
Transportation		87		87
Communication		53		53
Supplies and Services		5,017		5,005
Stores (including inventory purchases)		1,274		1,274
Other Operating		1,682		1,682
Total Other Expenditures		<u>8,113</u>		<u>8,101</u>
Total Gross Expenditures		<u>15,549</u>		<u>15,005</u>
Recovery from Other Appropriations		<u>(15,549)</u>		<u>(15,005)</u>
TOTAL SUB-APPROPRIATION		<u>-</u>		<u>-</u>

SUB-APPROPRIATION 15-3K

MATERIALS DISTRIBUTION AGENCY

Materials Distribution became a special operating agency on April 1, 1993. Mail Management became a special operating agency on April 1, 1996. Both Agencies amalgamated April 1, 2005. Refer to Part 5 – Special Operating Agencies for detailed program and financial information.

SUB-APPROPRIATION 15-3L

CROWN LANDS AND PROPERTY AGENCY

The Crown Lands and Property Agency became a special operating agency on April 1, 2006. Land Management Services, designated as a special operating agency on April 1, 1995, was dissolved April 1, 2006 and amalgamated with other government programs from Manitoba Agriculture, Food and Rural Initiatives (Crown Land Management) and Conservation (Park District Records and Lands Branch) to form the New Crown Lands and Property Agency. Refer to Part 5 – Special Operating Agencies for detailed program and financial information.

SUB-APPROPRIATION 15-3M

VEHICLE AND EQUIPMENT MANAGEMENT AGENCY (formerly Fleet Vehicles Agency)

Vehicle and Equipment Management Agency (VEMA) is scheduled to become a new special operating agency on April 1, 2009. It will amalgamate the assets and operations of Fleet Vehicles Agency (which will be devolved effective March 31, 2009) with the assets and operations of the Mechanical Equipment Services Branch of Infrastructure and Transportation. Refer to Part 5 – Special Operating Agencies for detailed program and financial information.

Resolution No.	Approp. No.	Infrastructure and Transportation (15) Details of Appropriation	Estimates of Expenditure 2009/10 \$(000's)	Estimates of Expenditure 2008/09 \$(000's)
15.4	4.	INFRASTRUCTURE WORKS	194,569	179,706
		<ul style="list-style-type: none"> • Provides for the maintenance of Manitoba's primary and secondary road systems and projects financed on a 50/50 basis between the Province and the Local Government Districts. • Provides for the rehabilitation/preservation of the Provincial Trunk Highway System and the Provincial Road System. • Provides for roadwork projects in Local Government Districts and Unorganized Territories that are financed 100% by the Province. • Provides funding for a variety of transportation related capital projects. • Provides funding for the administration, construction and maintenance of the winter road system. • Provides annual maintenance service to water and flood control works. 		
	a)	Maintenance and Preservation of Provincial Trunk Highways, Provincial Roads and Related Projects	169,097	157,841
	b)	Mechanical Equipment Services	-	-
	c)	Work in Municipalities, Local Government Districts and Unorganized Territory	2,266	2,266
	d)	Other Projects	5,155	3,606
	e)	Winter Roads	9,688	9,054
	f)	Waterway Maintenance Projects	8,363	6,939
			194,569	179,706

SUB-APPROPRIATION 15-4A

MAINTENANCE AND PRESERVATION OF PROVINCIAL TRUNK HIGHWAYS, PROVINCIAL ROADS AND RELATED EXPENDITURES

OBJECTIVES:

To protect public investment in highway infrastructure and ensure that the traveling public and commercial vehicles are provided with safe, efficient and convenient movement by maintaining roads, bridges and traffic control devices to acceptable standards.

ACTIVITY IDENTIFICATION:

Provides repairs to paved surfaces, including shoulders.

Conducts gravel surface work including dragging, re-gravelling and dust control.

Carries out roadside maintenance, including mowing, weed control and litter pick-up.

Performs preservation through route and crackfill, and sealcoating.

Provides maintenance of signs, guardrails, guide posts and traffic control devices.

Performs maintenance on bridges and drainage facilities.

Conducts winter maintenance activities including snow plowing, snow fencing, sanding and salting.

EXPECTED RESULTS:

A provincial highway system that ensure safe and efficient travel.

Maintenance of highway infrastructure and aesthetics through maintenance activities.

Promotion of safety and travel information to highway users through maintenance of regulatory and information signs and other traffic control devices.

Maintaining the integrity of the bridge system.

Ensure the asset life expectancy is met and generally extended through preservation activities.

SUB-APPROPRIATION 15-4A

**MAINTENANCE AND PRESERVATION OF PROVINCIAL TRUNK HIGHWAYS,
PROVINCIAL ROADS AND RELATED EXPENDITURES**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Professional/Technical	964.29	46,292	970.29	45,049
Employee Benefits	-	7,964	-	7,964
	964.29	54,256	970.29	53,013
Less: Allowance for Staff Turnover	-	(522)	-	(522)
Total Salaries & Employee Benefits	964.29	53,734	970.29	52,491
OTHER EXPENDITURES				
Transportation		8,030		7,168
Communication		1,805		1,792
Supplies and Services		115,425		103,481
Materials	41,255		36,831	
Railway Crossing Maintenance	876		876	
Grants in Lieu of Taxes	750		750	
Utilities	1,900		1,900	
Equipment	41,950		37,454	
Municipal Maintenance Payments	2,000		2,000	
Other	26,694		23,670	
Minor Capital		654		654
Other Operating		5,830		5,205
Total Other Expenditures		131,744		118,300
Total Gross Expenditures		185,478		170,791
Less: Recoverable from Part B Capital Investment		(16,381)		(12,950)
TOTAL SUB-APPROPRIATION		169,097		157,841

Explanation:

¹ Increased costs associated with surface maintenance, winter maintenance, seal coat and bituminous programs, bridge maintenance activities and preliminary engineering for the Capital Program

² Increased recovery of direct salary costs, reallocated to the appropriate construction projects.

SUB-APPROPRIATION 15-4B

MECHANICAL EQUIPMENT SERVICES

Effective April 1, 2009, Mechanical Equipment Services and the former Fleet Vehicles Agency merged to form the new special operating agency Vehicle and Equipment Management Agency. Refer to Part 5 – Special Operating Agencies for detailed program and financial information.

SUB-APPROPRIATION 15-4B**MECHANICAL EQUIPMENT SERVICES**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$'(000's)	FTE	\$'(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	-	-	1.00	86
Professional/Technical	-	-	117.33	1,546
Administrative Support	-	-	33.00	5,157
Employee Benefits	-	-	-	736
Less: Allowance for Staff Turnover	-	-	151.33	7,525
				(112)
Total Salaries & Employee Benefits	-	-	<u>151.33</u>	<u>7,413</u>
OTHER EXPENDITURES				
Transportation	-	-		265
Communication	-	-		70
Supplies and Services	-	-		16,796
Accommodation	-	-	1,870	
Fuel - Truck	-	-	6,661	
Tires	-	-	175	
Repairs and Maintenance	-	-	6,234	
Equipment Rentals	-	-	1,251	
Other	-	-	605	
Other Operating	-	-		504
Vehicle Insurance	-	-	207	
Other	-	-	297	
Warehouse Stores Purchases	-	-		<u>6,100</u>
Total Other Expenditures	-	-		<u>23,735</u>
Total Gross Expenditures	-	-		<u>31,148</u>
Less: Recoverable from other Appropriations	-	-		<u>(31,148)</u>
TOTAL SUB-APPROPRIATION	-	- ¹		<u>-</u>

Explanation:

¹ Effective April 1 2009, Mechanical Equipment Services and the former Fleet Vehicles Agency merged to form the new special operating agency Vehicle and Equipment Management Agency. As a consequence, no funding is required in the 2009/10 Estimates of Expenditure.

SUB-APPROPRIATION 15-4C

WORK IN MUNICIPALITIES, LOCAL GOVERNMENT DISTRICTS AND UNORGANIZED TERRITORIES

OBJECTIVES:

Roadwork projects that are financed 100% by the Province in the former Local Government Districts.

	Estimates of Expenditure 2009/10	Estimates of Expenditure 2008/09		
	FTE	\$(000's)	FTE	\$(000's)
Other Expenditures		<u>2,266</u>		<u>2,266</u>
TOTAL SUB-APPROPRIATION		<u>2,266</u>		<u>2,266</u>

SUB-APPROPRIATION 15-4D

OTHER PROJECTS

	Estimates of Expenditure 2008/09	Estimates of Expenditure 2007/08		
	FTE	\$(000's)	FTE	\$(000's)
Airport Improvements		3,680 ¹		2,595
Ferries and Landings		985 ²		521
Building and Storage Yards		450		450
Improvements to Weigh Scales		<u>40</u>		<u>40</u>
TOTAL SUB-APPROPRIATION		<u>5,155</u>		<u>3,606</u>

Explanation:

- ¹ Increased funding for minor capital upgrades and maintenance of 24 provincial airports.
- ² Increased funding for the assessment of ferry landing infrastructure and options for refurbishment of marine vessels.

SUB-APPROPRIATION 15-4E

WINTER ROADS

OBJECTIVES:

To effectively develop and deliver the road construction, maintenance and enhancement for winter roads to remote communities, ensuring that the program is carried out to departmental standards and incorporate the principles of sustainable development.

ACTIVITY IDENTIFICATION:

Coordinate engineering, construction and supervision and maintenance operations for the winter road network. Monitor contract work to ensure quality control and adherence to specifications and standards.

Liaise with central office branches to ensure uniformity and consistency with respect to policy, standards, procedures, and communications with stakeholders, including the media. Prepare project proposals and priorities for the winter road program and provide timely information and updates on issues as required.

Conduct construction and maintenance activities in an environmentally sound and economically sustainable manner.

Manage all financial, occupational safety and health, risk management, human resource, and general administration for the winter road program region.

EXPECTED RESULTS:

All provincial winter roads are constructed, upgraded and maintained to a standard that provides for the safe, movement of people, goods and services within given budgetary confinements for a period of 8 to 12 weeks per season.

Project proposals for future consideration are identified and prioritized. Effective planning and programming capabilities and sound financial and management control are in place.

	Estimates of Expenditure 2009/10	Estimates of Expenditure 2008/09		
	FTE	\$(000's)	FTE	\$(000's)
Winter Road - 100% Provincial		590		553
Winter Roads - Shareable with Canada		<u>9,098</u>		<u>8,501</u>
 TOTAL SUB-APPROPRIATION		 <u>9,688</u>		 <u>9,054</u>

Explanation:

¹ Increased costs associated with contract prices.

SUB-APPROPRIATION 15-4F

WATERWAY MAINTENANCE PROJECTS

OBJECTIVES:

To provide annual maintenance service to water and flood control works.

ACTIVITY IDENTIFICATION:

Assess water and flood control works and identify maintenance requirements on an on-going basis.

Where necessary prepare designs and plans for maintenance projects.

Complete maintenance work on water and flood control works to support their optimum operation.

EXPECTED RESULTS:

Provide an economical and sustainable network of water control and structures through on-going maintenance.

Maintain the safety and integrity of existing water and flood control works.

SUB-APPROPRIATION 15-4F**WATERWAY MAINTENANCE PROJECTS**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$ (000's)	FTE	\$ (000's)
SALARIES & EMPLOYEE BENEFITS				
Professional/Technical	16.99	2,996	16.99	2,793
Employee Benefits	-	492	-	461
	16.99	3,488	16.99	3,254
Less: Allowance for Staff Turnover	-	-	-	-
Total Salaries & Employee Benefits	16.99	3,488	16.99	3,254
OTHER EXPENDITURES				
Transportation		555		536
Communication		34		34
Supplies and Services		5,045		3,574
Minor Capital		96		86
Other Operating		145		145
Total Other Expenditures		5,875		4,375
Total Gross Expenditures		9,363		7,629
Less: Recoverable from Part B Capital Investment		(1,000)		(690)
TOTAL SUB-APPROPRIATION		8,363 ¹		6,939

Explanation:

¹ Increased Preliminary Engineering for capital projects, Dam Safety Reviews/ Investigations, Bridge Inspections and non capital Public Safety Improvements at Provincial Dams

Resolution No.	Approp. No.	Infrastructure and Transportation (15) Details of Appropriation	Estimates of Expenditure	Estimates of Expenditure
			2009/10 \$(000's)	2008/09 \$(000's)
15.5	5.	MANITOBA WATER SERVICES BOARD	11,145	11,054
		• Provides field resources to deliver technical advice/information to develop and upgrade sewer and water infrastructure. Provides operating and capital financial assistance in support of local governments.		
		a) Manitoba Water Services Board	11,145	11,054
			<hr/> <hr/> 11,145 <hr/> <hr/>	<hr/> <hr/> 11,054 <hr/> <hr/>

SUB-APPROPRIATION 15-5

MANITOBA WATER SERVICES BOARD

OBJECTIVES:

To assist municipalities with the development of sustainable water and wastewater works, including:

- water supply, treatment, storage and distribution;
- collection and treatment of sewage;
- the disposal of treated effluent and waste sludge in an environmentally sustainable manner; and
- the provision of drought resistant, safe water supplies to rural residents for domestic and livestock needs.

ACTIVITY IDENTIFICATION:

Enter into agreements with municipalities and/or water co-operatives to deliver a sustainable water and wastewater infrastructure that enhances economic development while improving public health and environmental concerns.

Operate a number of water supply and treatment facilities on behalf of the municipalities. Cost of operation and maintenance is recovered through (wholesale) water sales.

Assist the development of sustainable water and wastewater infrastructure.

Conduct feasibility studies and environmental impact assessments.

Develop partnership with neighboring municipalities for the development of regional water and wastewater infrastructure.

EXPECTED RESULTS:

Maximized federal contributions toward water related projects for rural residents.

Sustainable water and wastewater infrastructure that enhances economic development while alleviating public health and environmental issues and/or concerns.

SUB-APPROPRIATION 15-5**MANITOBA WATER SERVICES BOARD**

	Estimates of Expenditure 2009/10	Estimates of Expenditure 2008/09		
	<u>FTE</u>	<u>\$(000's)</u>	<u>FTE</u>	<u>\$(000's)</u>
SALARIES & EMPLOYEE BENEFITS				
Managerial	-	111	-	108
Professional/Technical	-	1,181	-	1,143
Administrative Support	-	319	-	310
Employee Benefits		<u>292</u>		<u>253</u>
Less: Allowance for Staff Turnover		<u>1,903</u>		<u>1,814</u>
		<u>(49)</u>		<u>(49)</u>
SALARIES & EMPLOYEE BENEFITS	<u>1,854</u>	<u>1,765</u>		
OTHER EXPENDITURES				
Transportation		4		4
Communication		18		18
Supplies and Services		186		187
Other Operating		<u>67</u>		<u>64</u>
Total Other Expenditures	275	273		
SEWER AND WATER PROJECTS	<u>12,000</u>	<u>12,000</u>		
Total Gross Expenditures	14,129	14,038		
Less: Recoverable from Rural Economic Development	<u>(2,984)</u>	<u>(2,984)</u>		
TOTAL SUB-APPROPRIATION	<u>11,145</u>	<u>11,054</u>		

Resolution No.	Approp. No.	Infrastructure and Transportation (15) Details of Appropriation	Estimates of Expenditure 2009/10 \$(000's)	Estimates of Expenditure 2008/09 \$(000's)
15.6	6.	CANADA-MANITOBA AGREEMENTS	6,305	4,660
		• Provides for Manitoba's contributions to the Canada-Manitoba Infrastructure Programs for the construction, renewal, expansion or material enhancement of infrastructure throughout Manitoba.		
		a) CANADA-MANITOBA AGREEMENTS	6,305	4,660
			<hr/> <hr/> <hr/> 6,305	<hr/> <hr/> <hr/> 4,660

SUB-APPROPRIATION 15-6

CANADA-MANITOBA AGREEMENTS

OBJECTIVES:

The Canada Manitoba Agreements appropriation continues to provide provincial funding to infrastructure projects through the Canada-Manitoba Infrastructure Programs (CMIPs), specifically: the Municipal Rural Infrastructure Fund (MRIF); the Canada-Manitoba Infrastructure Program (CMIP); and the Canada Strategic Infrastructure Fund (CSIF). This appropriation also provides provincial funding for new intergovernmental initiatives such as the Building Canada Fund (BCF), the Community Development Trust Fund, the Transit Trust Fund and others.

ACTIVITY IDENTIFICATION:

The CMIPs are application-based, multi-year programs supporting enhancements to Manitoba's urban, rural and northern municipal infrastructure. CMIPs are funded by equal contributions from the federal government, Manitoba government and community partners.

Green municipal infrastructure is an important priority. This includes projects that will protect and/or enhance the quality of our environment, such as water and wastewater systems, water management, solid waste management, recycling, public transit and environmental energy improvements. Other local infrastructure is also eligible, including local transportation infrastructure, cultural and recreational infrastructure, infrastructure supporting tourism and connectivity.

Administration

CMIPs provide for a federal-provincial management committee consisting of Western Economic Diversification (federal) officials and the deputies of Infrastructure and Transportation and Intergovernmental Affairs.

A joint federal/provincial office called the Canada-Manitoba Infrastructure Secretariat (CMIS) administers program delivery on behalf of federal and provincial governments.

A Federal-Provincial Local Consultative Committee (FPLCC) on Infrastructure was established to assist in the review of project funding and selection. Projects outside of Winnipeg are reviewed by officials from the Association of Manitoba Municipalities and the Northern Association of Community Councils, while projects inside Winnipeg are reviewed by officials from the City of Winnipeg.

EXPECTED RESULTS:

2009/10 is Manitoba's first year of funding under the BCP and with infrastructure spending being accelerated to stimulate the economy, most of the \$120 Million (three shares) Communities Component program will be allocated to projects. It is anticipated that Manitoba's allocation of the \$96.29 Million (one share) Major Infrastructure Component will also be fast tracked to projects that are considered "shovel ready". In addition, the federal government has indicated that it will accelerate the first \$75 million (one share) of the PT Base Fund.

The MRIF program is fully committed to 85 projects. Construction will continue and claims reimbursed on the approved projects.

The six-year CMIP program is fully committed to 177 projects. By the end of the 2009/10 fiscal year, all projects will be completed, as per the federal government's extension of the completion date for projects to March 31, 2010.

Under CSIF, A tri-level contribution agreement was executed and construction is underway for improvements to the City of Winnipeg's Wastewater Treatment system. Tri-level CSIF funding is also facilitating strategic enhancements to a significant number of City of Winnipeg recreation and leisure facilities, including community centres, skateboard parks and spray pads.

SUB-APPROPRIATION 15-6**CANADA-MANITOBA AGREEMENTS**

	Estimates of Expenditure 2009/10		Estimates of Expenditure 2008/09	
	FTE	\$(000's)	FTE	\$(000's)
SALARIES & EMPLOYEE BENEFITS				
Managerial	1.00	104	1.00	98
Professional/Technical	1.00	66	1.00	64
Administrative Support	5.00	305	5.00	279
Employee Benefits	-	89	-	76
	7.00	564	7.00	517
Less: Allowance for Staff Turnover		(15)		(15)
Total Salaries & Employee Benefits	7.00	549	7.00	502
OTHER EXPENDITURES				
Transportation		17		17
Communication		57		57
Supplies and Services		160		160
Minor Capital		15		15
Other Operating		62		62
Total Other Expenditures		311		311
CANADA-MANITOBA INFRASTRUCTURE PROJECTS				
		5,445		3,847
TOTAL APPROPRIATION		6,305 ¹		4,660

Explanation:

¹ Total authorization for these programs is \$26,488 comprised of \$6,305 included in the Department of Infrastructure and Transportation and a further \$20,183 included in the Enabling Vote.

Resolution No.	Approp. No.	Infrastructure and Transportation (15) Details of Appropriation	Estimates of Expenditure	Estimates of Expenditure
			2009/10 \$(000's)	2008/09 \$(000's)
15.7	7.	COSTS RELATED TO CAPITAL ASSETS	212,958	199,138
• Provides for costs related to capital assets.				
	a) Air Services		1,834	1,834
	b) Desktop Services		1,108	1,108
	- Enterprise Software Licences			
	c) General Assets		30,384	26,515
	d) Infrastructure Assets		173,767	165,202
	- Provincial Roads and Highways			
	e) Infrastructure Assets		5,865	4,479
	- Water Related			
			212,958	199,138

SUB-APPROPRIATION 15-7

COSTS RELATED TO CAPITAL ASSETS

OBJECTIVES:

Provides for costs related to capital assets.

ACTIVITY IDENTIFICATION:

Amortization of Better Methods (SAP).

Amortization related to general and infrastructure tangible capital assets.

Desktop Enterprise Software Licences.

Interest related to general and infrastructure tangible capital assets.

EXPECTED RESULTS:

The systematic write-off to expense the cost of an asset over its expected economic useful life.

SUB-APPROPRIATION 15-7**COSTS RELATED TO CAPITAL ASSETS**

	Estimates of Expenditure 2009/10 \$(000's)	Estimates of Expenditure 2008/09 \$(000's)
(a) Air Services		
(1) Amortization Expense	4,905	4,218
(2) Interest Expense	1,596	1,596
(3) Recoverable from other Appropriations	<u>(4,667)</u>	<u>(3,980)</u>
Subtotal (a)	1,834	1,834
(b) Desktop Services - Enterprise Software Licences	1,108	1,108
(c) General Assets		
(1) Amortization Expense	14,884	11,964
(2) Interest Expense	17,841	15,552
(3) Recoverable from Other Appropriations	<u>(2,341)</u>	<u>(1,001)</u>
Subtotal (c)	30,384	26,515
(d) Infrastructure Assets - Provincial Roads and Highways		
(1) Amortization Expense	93,486	86,544
(2) Interest Expense	<u>80,281</u>	<u>78,658</u>
Subtotal (d)	173,767	165,202
(e) Infrastructure Assets - Water Related		
(1) Amortization Expense	3,026	2,244
(2) Interest Expense	<u>2,839</u>	<u>2,235</u>
Subtotal (e)	5,865	4,479
TOTAL APPROPRIATION	<u>212,958</u>	<u>199,138</u>

Explanation:

¹ Increase in amortization and interest to reflect additional acquisitions and construction of new general and infrastructure assets.

PART 3

PART B - CAPITAL INVESTMENT

The province implemented a change in accounting policy for general tangible capital assets in 1999/2000 and for infrastructure assets in 2004/05, based on standards issued by the Canadian Institute of Chartered Accountants (CICA). The CICA standards require that expenditures on tangible assets be amortized over the useful life of the asset. Recognizing amortization in this way allocates the cost of capital assets to the periods of service provided and amortization is recognized as an expense in the statement of operations.

Tangible capital assets are those with a useful life extending beyond one year which are acquired, constructed or developed and held for use, not for resale. Tangible capital assets with a value less than the accepted capitalization limit will be expensed in the year of acquisition.

The expected useful life of an asset takes into consideration the passage of time, normal wear and tear and the effects of technological obsolescence. The province has adopted a standard useful life for each asset class that is expected to remain the same over time. The straight-line method of amortization used reflects a constant charge for the service as a function of time.

CAPITAL INVESTMENT

OBJECTIVES:

To acquire and maintain capital assets including highways infrastructure assets which are administered by this Department for the Manitoba Government.

ACTIVITY IDENTIFICATION:

General Assets: Provides for acquisition of physical assets; major building construction and building renovation projects and the acquisition and maintenance of government aircraft.

Infrastructure Assets: Provides for the construction and enhancement of provincial highways, bridges, airport runways, water control structures and for the expansion of the Red River Floodway.

EXPECTED RESULTS:

To ensure recognition of all capital costs associated with the acquisition, construction and maintenance of physical assets including highways infrastructure assets.

Res.	No.		Estimates of Capital Investment 2009/10 \$(000's)	Estimates of Capital Investment 2008/09 \$(000's)
CAPITAL INVESTMENT				
B.8	15.	<i>General Assets:</i> Provides for acquisition of physical assets; major building construction and building renovation projects and the acquisition and maintenance of government aircraft.	707,208	551,428
<i>Infrastructure Assets:</i> Provides for the construction and enhancement of provincial highways, bridges, airport runways, water control structures and for the expansion of the Red River Floodway.				
(a) General Assets				
(1) Government Services Capital Projects				
		125,000	¹	88,000
(2) Transportation Capital Projects and Equipment				
		18,000	²	10,721
(3) Air Services Capital Projects				
		14,037		13,390
Subtotal (a)				
		157,037		112,111
(b) Infrastructure Assets				
(1) Highways Infrastructure				
		366,225	³	256,243
(2) Airport Runway Capital				
		500		465
(3) Water Related Capital				
		10,600		10,600
(4) Manitoba Floodway Infrastructure				
		172,846		172,009
Subtotal (b)				
		550,171		439,317
TOTAL CAPITAL INVESTMENT				
		707,208		551,428

Explanation:

- ¹ Increase to several new projects: Milner Ridge Correctional Centre, University of the North, Assiniboine Community College and Women's Correctional Facility.
- ² Increase is due to the refurbishment of several Marine vessels and to Northern Airports Terminal building projects.
- ³ Increase is due to the East Side of Lake Winnipeg all weather road and to several major Federal cost shared infrastructure projects.

PART 4
HISTORICAL INFORMATION

**DEPARTMENT OF INFRASTRUCTURE AND TRANSPORTATION
FIVE YEAR EXPENDITURE AND STAFFING SUMMARY BY APPROPRIATION (\$000)
FOR YEARS ENDING MARCH 31, 2006 - MARCH 31, 2010**

	ACTUAL ESTIMATES OF EXPENDITURES						ADJUSTED EST. OF EXPEND.		PRINTED MAIN EST. OF EXPEND.		
	2005/06		2006/07		2007/08		2008/09		2009/10		
	FTE	\$	FTE	\$	FTE	\$	FTE	\$	FTE	\$	
150	Administration and Finance	91.75	8,927	95.75	8,741	98.73	9,476	103.00	11,627	108.00	12,330
	Highways and Transportation Programs	573.33	66,612	556.08	66,977	559.07	75,267	678.78	75,045	690.28	77,691
	Government Services Programs	614.11	39,424	616.11	40,958	634.00	41,274	676.76	49,082	691.76	51,153
	Infrastructure Works	1,128.99	136,341	1,132.50	155,488	1,205.06	168,378	1,138.61	179,706	981.28	194,569
	Manitoba Water Services Board	-	10,266	-	10,140		12,898	-	11,054		11,145
	Canada-Manitoba Agreements	7.00	20,052	7.00	23,149	7.00	20,543	7.00	4,660	7.00	6,305
	Costs Related to Capital Assets		155,846		161,463		174,779		199,138		212,958
	TOTAL	2,415.18	437,468	2,407.44	466,916	2,503.86	502,615	2,604.15	530,312	2,478.32	566,151

PART 5

SPECIAL OPERATING AGENCIES

MATERIALS DISTRIBUTION AGENCY

Mandate

Materials Distribution Agency is a special operating agency (SOA) which provides mail and material distribution services to the public sector.

Vision

MDA is committed to being the preferred public sector source for mail and material logistic solutions.

Activity Identification

MDA provides the following lines of business and key services:

Mail Processing

MDA processes different types of mail for clients. MDA weighs and ascertains postage of standard and oversized mail through high-speed mail machines. Staff affixes appropriate postage to letter mail that exceeds the maximum dimensions or weight through two computerized shipping systems, high volume mail through permit mail using pre-printed indicia on envelopes and prepaid mailings through use of numerically controlled Canada Post envelopes. The current cost to clients is made up of actual postage and a separate processing fee which varies depending on type (i.e. metered, permit etc.). MDA has other products such as variable rate services including Business Reply Mail, Returned Mail, and Short Paid Mail.

Mail Finishing

MDA provides clients with various types of Mail Finishing Services such as envelope addressing, bursting of printed forms and cheques, folding of printed material, inserting into envelopes and manual collating of items into kits or envelopes.

Interdepartmental Mail

Clients purchase Prepaid Labels in four denominations (Letter, Oversize Letter, Small Packet, and Parcel). MDA also offers Signature Service, which provides clients with confirmation of delivery of mail.

Contract Administration

MDA offers the broader public sector access to its volume based contracted courier and parcel rates.

Digital Printing

MDA's Variable Data Print Service provides clients with "just-in-time" printing of electronic documents on high-speed digital black and white printers that can be immediately transferred to the Finishing, Processing, and Interdepartmental lines of business.

Home Care Equipment Rental

MDA provides a comprehensive Rental, Repair and Service Program. MDA receives and repairs any damaged or non-functioning component and disinfects the item before returning it to the active equipment rental pool. MDA carries out periodic safety checks on equipment in the field to ensure it is in good working condition. This program continues to grow, which is consistent with the demographics and growing reliance on home care programs. MDA expects to see significant growth in the Employment and Income Assistance Program (EIA). MDA is tracking EIA and Child Special Services Program equipment use. EIA has asked MDA to implement an electronic solution for tracking of equipment.

Office Equipment Service and Rental

Desktop computers have reduced the need for the Office Equipment Service Program and rentals. Revenue for this line is gradually diminishing. MDA will provide this service until market demand significantly declines.

Key Copy Centres

MDA administers the Copy Centre Program, ensures delivery of supplies to each copy centre, and arranges for repairs and maintenance. As contracts are renewed or mature, Procurement Services Branch (PSB) of Manitoba Infrastructure and Transportation assesses the appropriateness of copy centre services and may replace manual keys with electronic keys. This service is expected to diminish due to the "Provincial Printer Refresh Project".

Warehouse and Distribution Services

MDA provides Warehouse and Distribution Services to other agencies and departments. This includes picking and packing for provincial, national and international distribution.

Transportation, Storage and Disposal Services

MDA provides moving services resulting in significant cost savings for which it consistently receives positive client feedback. Secure storage facilities are also provided. MDA also disposes of goods and furnishings government offices no longer need. Often MDA reassigns these items to other agencies that have short-term needs. MDA disposes non-recyclable items through auction, tendered and un-tendered sales and through recycling companies.

History

Materials Distribution Agency (MDA) is the result of the April 1, 2005 amalgamation of Mail Management Agency (MMA) and the former Materials Distribution Agency. Both of the former two Agencies have a long history of providing distribution services to the Manitoba Government and were Special Operating Agencies for many years. MDA was created in 1974 to provide centralized materials management services for government departments, boards, commissions, and agencies. On April 1, 1993, Materials Distribution Agency (MDA) was approved as Manitoba's second SOA. The Mail Management Agency (MMA) began as Postal Services in 1956 to provide centralized mail distribution services to government, and was approved as an SOA on April 1, 1996.

The amalgamated MDA consolidates government distribution in one agency, providing enhanced service delivery and reduced costs to government clients. Central Mail Services were relocated to 1715 St. James Street in January 2006.

Objectives

Employees: To increase employee job satisfaction, foster a respectful workplace and establish an environment of staff wellness.

Service: To sustain and improve client service by developing infrastructure, setting standards, and exceeding expectations in order to enable the goals of government departments.

Growth: To grow business while maintaining or decreasing overall government expenditures.

Sustainable Development: To become a government champion on sustainable development and supplying environmentally friendly (green) options for clients where possible.

Expected Results

- Lower contracted product and service costs through combining volumes throughout the government infrastructure
- Increased efficiencies and service standards due to economies of scale achieved through operations
- Enablement of the goals for other departments through providing enhanced distribution services within its area of expertise. This allows branches to focus on delivering high quality services and outcomes for Manitobans within their core competencies
- Consistency in following established government policies and directives (ex: sustainable development)
- Enhanced reporting capabilities for management to make decisions, highlight issues and track trends
- Continuous improvement in operations though moving beyond established best practices and utilizing the latest technology to achieve further efficiencies

MATERIALS DISTRIBUTION AGENCY
 AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCING AUTHORITY
Pro-forma Statement of Earnings and Retained Earnings
 \$(000s)

	Mar 31/08	Mar 31/09	Mar 31/10
REVENUE			
Net Warehouse Sales	12,517	12,779	12,224
Cost of Goods Sold	9,961	10,223	9,657
Gross Profit	<u>2,556</u>	<u>2,556</u>	<u>2,567</u>
Service Revenue	10,389	10,422	10,369
Total Revenue	<u>12,945</u>	<u>12,978</u>	<u>12,936</u>
EXPENSES			
Salary & Benefits	4,186	4,100	4,444
Operating Costs	724	856	852
Administrative Expenses	7,952	7,872	7,619
Total Expenses	<u>12,862</u>	<u>12,828</u>	<u>12,915</u>
Net Income/(Loss) Before Revenue Sharing	83	150	21
Revenue Sharing	400	-	-
Retained Earnings - Beginning of year	2,988	3,280	3,430
Retained Earning - End of year	<u>2,671</u>	<u>3,430</u>	<u>3,451</u>

MATERIALS DISTRIBUTION AGENCY
 AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCING AUTHORITY
Pro-forma Balance Sheet
 \$(000s)

	Mar 31/08	Mar 31/09	Mar 31/10
Assets			
Current			
Cash and Short Term Investments	732	241	260
Accounts Receivable	2,989	1,588	1,708
Inventories	1,485	1,450	1,450
Prepaid	171	200	180
Total Current	5,377	3,479	3,598
Accounts Receivable - Province of Manitoba	412	412	412
Capital Assets	1,641	1,500	1,600
Other Assets	238	650	700
Total Assets	7,668	6,041	6,310
Liabilities			
Current			
Accounts Payable	3,321	1,000	1,202
Severance Liability	379	314	360
Total Liabilities	3,700	1,314	1,562
Contributed Equity	1,297	1,297	1,297
Retained Earnings	2,671	3,430	3,451
	3,968	4,727	4,748
Total Liabilities and Equity	7,668	6,041	6,310

MATERIALS DISTRIBUTION AGENCY
 AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCING AUTHORITY
Pro-forma Statement of Cash Flows
 \$(000s)

	Mar 31/08	Mar 31/09	Mar 31/10
Cash derived from Operating			
Net Income (loss)	83	150	21
Items not involving cash			
Amortization	940	950	950
	1,023	1,100	971
Changes in non-cash :			
Accounts receivable	(121)	1,401	(120)
Inventories	36	35	-
Prepaid	45	(29)	20
Payables and Accruals	265	(2,321)	145
Pension liability	(5)	(65)	46
	220	(979)	91
Cash flow from Investing			
Acquisition of capital assets	(834)	(612)	(1,043)
Cash flow from Financing			
Revenue Sharing	(400)	-	-
Increase/(Decrease) in Cash	9	(491)	19
Working Capital, beginning of year	723	732	241
Working Capital, end of year	732	241	260

CROWN LANDS AND PROPERTY AGENCY

Mandate

To manage Crown lands through the administration of Crown land dispositions, registry maintenance and corporate land acquisition in accordance with *The Crown Lands Act*, *The Provincial Parks Act*, *The Wild Rice Act*, *The Land Acquisition Act* and *The Expropriation Act* and other legislation in an open, fair and transparent manner.

Vision

The Crown Lands and Property Agency will be respected and trusted as an agile and responsive agency that provides a high standard of professional services to our public and corporate clients at a cost competitive with commercially available alternative service providers.

History

The Crown Lands and Property Agency (CLPA) became a special operating agency on April 1, 2006. Land Management Services, designated as a special operating agency on April 1, 1995, was dissolved April 1, 2006 and amalgamated with other government programs from Manitoba Agriculture, Food and Rural Initiatives (Crown Land Management) and Conservation (Park District Records and Lands Branch) to form the new Crown Lands and Property Agency.

Activities

CLPA's services include:

- reviewing applications from the public to buy or lease Crown lands and processing renewals and assignments of existing leases and permits;
- acquiring land for infrastructure projects and other public purposes by agreement or expropriation;
- selling or leasing surplus Crown land and buildings by offer or tender;
- providing real estate appraisal and consulting services for government departments and other public entities; and,
- maintaining the Crown Lands Registry, which serves as a corporate inventory of the government's land holdings and a registry of leasehold, mortgage and other private interests in Crown Land.

Expected Results

Implementing a new output-based cost recovery system for Crown lands administration services.

Finalizing a formal appraiser recruitment and retention strategy.

Undertaking a high-level strategic assessment of the CLPA's information and communication technology (ICT) systems as the first step in a multi-year project to update the agency's ICT platform.

Initiating an ongoing review of Crown land application review processes in close collaboration with client departments, with a view to providing more timely responses to the public and minimizing costs to client departments.

CROWN LANDS AND PROPERTY AGENCY
 AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCIAL AUTHORITY
Balance Sheet
\$ (000s)

	Actual Mar 31/08	Projected Mar 31/09	Pro-Forma Mar 31/10	Pro-Forma Mar 31/11	Pro-Forma Mar 31/12	Pro-Forma Mar 31/13
Assets						
Current Assets:						
Cash and short term deposits	1,290	-	-	-	-	-
Accounts receivable	938	408	497	524	568	656
Work in progress	345	331	403	425	460	532
Prepaid expenses	61	73	79	86	87	90
Total Current Assets	2,633	812	980	1,034	1,116	1,277
Other Assets:						
Finalizing - Trust Receivable from the Province of Manitoba	4	5	5	5	5	6
	670	670	670	670	670	670
Total Other Assets:	674	675	675	675	675	676
Fixed Assets (Net)	205	230	253	330	306	275
Total Assets	3,513	1,716	1,908	2,039	2,097	2,228
Liabilities						
Current liabilities:						
Working capital payable	-	3,144	4,616	5,775	6,499	6,573
Accounts payable and accrued liability	301	311	331	342	359	368
Client Funds Held	4,089	60	60	60	60	60
Total current liabilities	4,390	3,516	5,006	6,177	6,918	7,001
Other long-term liabilities:						
Severance pay liability	291	332	313	362	404	452
Finalizing - unearned revenue	4	5	5	5	5	6
Total Other long-term liabilities:	295	337	317	367	409	457
Total Liabilities	4,685	3,852	5,324	6,544	7,327	7,458
Contributed Surplus	(10)	(10)	(10)	(10)	(10)	(10)
Retained earnings/(Deficit)	(1,162)	(2,126)	(3,406)	(4,495)	(5,220)	(5,220)
Total Liabilities & Equity	3,513	1,716	1,908	2,039	2,097	2,228

CROWN LANDS AND PROPERTY AGENCY
AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCIAL AUTHORITY
Statement of Earnings and Retained Earnings
\$ (000s)

	Actual Mar 31/08	Projected Mar 31/09	Pro-Forma Mar 31/10	Pro-Forma Mar 31/11	Pro-Forma Mar 31/12	Pro-Forma Mar 31/13
Recoveries						
Land Acquisitions Branch	1,435	375	855	864	872	875
Agriculture Crown lands	450	-	-	-	-	-
Crown Lands branch	905	-	-	-	-	-
Parks Records	225	-	-	-	-	-
Paralegal & Support Services	-	524	749	790	855	970
Appraisal & Consulting	-	914	772	779	787	789
Property Sales	-	176	517	574	667	845
Leases & Permits	-	882	948	1,101	1,301	1,684
Finance & IT	-	192	163	182	214	275
Other	(0)	-	-	-	-	-
Total Recoveries	3,014	3,062	4,003	4,291	4,697	5,439
Expenses						
Salaries and Benefits	2,354	2,708	3,577	3,577	3,577	3,577
Expenses	1,434	1,318	1,707	1,803	1,846	1,863
Total Expenses	3,788	4,026	5,283	5,380	5,422	5,439
Net Earnings	(774)	(964)	(1,280)	(1,089)	(725)	-
Retained earnings, opening	(388)	(1,162)	(2,126)	(3,406)	(4,495)	(5,220)
Revenue Sharing	-	-	-	-	-	-
Retained Earnings, closing	(1,162)	(2,126)	(3,406)	(4,495)	(5,220)	(5,220)

CROWN LANDS AND PROPERTY AGENCY
AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCING AUTHORITY
Statement of Cash Flows
\$ (000s)

	Actual Mar 31/08	Projected Mar 31/09	Pro-Forma Mar 31/10	Pro-Forma Mar 31/11	Pro-Forma Mar 31/12	Pro-Forma Mar 31/13
Cash derived from (applied to)						
OPERATING						
Net Earnings	(774)	(964)	(1,280)	(1,089)	(725)	-
Plus items not involving cash						
Amortization	57	71	92	123	108	111
Severance Liability	(66)	41	(20)	49	42	48
Loss on Disposal of Assets	-	-	-	-	-	-
Changes in Non-cash Working Capital						
Accounts receivable	(163)	530	(89)	(26)	(44)	(88)
Work in progress	67	13	(72)	(21)	(36)	(71)
Prepaid expenses	(3)	(12)	(7)	(6)	(2)	(3)
Receivable - Province of Manitoba	-	-	-	-	-	-
Accounts Payable and Acc. Liab.	(108)	3	10	5	2	2
Accounts Payable and Acc. Liab. - P/R	(12)	7	10	7	16	7
Other Liabilities	(27)	1	-	-	-	(0)
Client Funds Held	3,877	(4,029)	-	-	-	-
Cash provided by operations	2,848	(4,338)	(1,356)	(959)	(638)	7
INVESTING:						
Acquisition of fixed assets	(42)	(95)	(115)	(200)	(85)	(80)
Special projects - Trust	-	(0)	(1)	(1)	(1)	(1)
	(42)	(95)	(116)	(201)	(86)	(81)
FINANCING:						
Repayment Long Term Debt	-	-	-	-	-	-
Revenue sharing	-	-	-	-	-	-
Cash Provided (Used) by Financing	-	-	-	-	-	-
Net increase (decrease) in cash	2,806	(4,434)	(1,472)	(1,160)	(724)	(74)
Cash and working capital payable						
Opening	(1,517)	1,290	(3,144)	(4,616)	(5,775)	(6,499)
End of year - closing	1,290	(3,144)	(4,616)	(5,775)	(6,499)	(6,573)

VEHICLE AND EQUIPMENT MANAGEMENT AGENCY

(formerly FLEET VEHICLES AGENCY)

Vehicle and Equipment Management Agency (VEMA) is scheduled to become a new special operating agency on April 1, 2009. It will amalgamate the assets and operations of Fleet Vehicles Agency (which will be devolved effective March 31, 2009) with the assets and operations of the Mechanical Equipment Services Branch of Infrastructure and Transportation.

Mandate

VEMA provides competitive, comprehensive fleet and equipment management services to public sector organizations in Manitoba, including provincial departments, agencies and Crown corporations.

VEMA's mandate includes the provision of centralized fleet and equipment management and related services that maximize efficiencies in acquisitions, maintenance and use, and lower overall vehicle and equipment operating costs.

Vision

To be the leading provider of asset management services to the broader public sector.

History

In 1934, Fleet Vehicles was created as a branch of the Manitoba provincial government to provide a centralized fleet management program. On April 1, 1992, the Branch was approved as a special operating agency, the first such agency at the provincial level in Canada. Since inception, Fleet Vehicles Agency has primarily provided light duty vehicles and equipment services, including ambulances. On April 1, 2003, the agency assumed responsibility for Radio Services, a division that evaluates and supplies the fixed and mobile radio requirements of its provincial and other clients.

Following the completion of the Trans-Canada highway and the advent of engineering-based highway management in the 1960s, the Province established a highways department. The Mechanical Equipment Services Branch emerged as an integral and important part of the Department, primarily providing heavy duty vehicles and equipment as well as warehousing services, to support the safe and efficient delivery of the Department's construction, maintenance and preservation programs, and its remote airport programs, in a manner that incorporates the principles of sustainable development and environmental awareness.

Objectives and Activities

During the first one to two years as a new special operating agency, a principle objective of VEMA's management and staff is to ensure that the policies and procedures for both entities to the amalgamation are reviewed, adopted and/or amended so that VEMA's developed policies and procedures are consistently applied to both the light duty and heavy duty sides of the Agency's vehicle and equipment management business.

Fleet Vehicles Agency's Operating Charter from 1992 indicates that: "Maintaining a consistent vehicle replacement cycle is the prime factor in controlling costs associated with the provision of vehicle services." That Agency has worked towards establishing a vehicle replacement program that provides replacement at the optimum time for each light duty vehicle in the fleet. That same replacement principle has to now be applied to the heavy duty vehicles and equipment side of the

business over the next several years so that its fleet of equipment will be increasingly efficient and cost-effective.

A core priority involves continuing work towards increasing awareness of the provincial government's Sustainable Development Procurement Guidelines with customer and prospective customer vehicle coordinators, drivers and operators. In addition to consulting with customers about the right vehicle or piece of equipment for the job, opportunities must be explored that lead to the purchase and implementation of vehicles and equipment that provide lower greenhouse gas emissions.

Expected Results

Capital Assets

Capital assets are projected to have a net book value as of April 1, 2009, of \$102,866.0, with \$62,555.0 from Fleet Vehicles Agency and \$40,311.0 from the Mechanical Equipment Services Branch.

Light Duty Vehicles and Equipment

Projected number of units as of April 1, 2009 – 2,900 (including 166 ambulances).

During 2009/10, it is projected that 455 units will be purchased and 411 units will be disposed, resulting in 2,944 units as of March 31, 2010.

The average age per unit approximates 3.8 years.

Heavy Duty Vehicles and Equipment

Projected number of units as of April 1, 2009 – 2,008 (1,935 from Mechanical Equipment Services and 73 from Fleet Vehicles Agency).

During 2009/10, it is projected that 75 units will be purchased and 75 units will be disposed, resulting in 2,008 units as of March 31, 2010.

Replacement of heavy duty units has not been consistently followed, due primarily to a lack of capital funds. As a result, the majority of the units are older than they should be.

Keys™ Asset Management

Keys™ is an in-house designed and developed vehicle and equipment (as well as other assets) management package. Its development commenced in May 1998 at Fleet Vehicles Agency, and regular modifications and enhancements have continued through the present, making it a program that is now state-of-the-art for vehicle and equipment management in North America. It is further enhanced by Fleet Vehicle Reporting and Keys OnLine, two applications that contain a variety of basic reporting tools that give customers access to historical vehicle use and billing data, and allow them to report distance information electronically each month.

Keys™ is not only used by Fleet Vehicles Agency. Its use has spread to several provincial government departments, and has also been licensed for use by the Yukon Territory. The Mechanical Equipment Services Branch went "live" with Keys™ in June 2006 in the management of its heavy duty vehicles and equipment.

It is the intention that VEMA will continue to use Keys™ to manage both light and heavy duty vehicles and equipment.

**FLEET VEHICLES AGENCY (FVA) and
VEHICLE AND EQUIPMENT MANAGEMENT AGENCY (VEMA)**
AGENCIES OF THE SPECIAL OPERATING AGENCIES FINANCING AUTHORITY

Proforma Balance Sheet

\$(000s)

<u>FVA</u>	<u>FVA</u>	<u>VEMA*</u>
<u>Mar 31/08</u>	<u>Mar 31/09</u>	<u>Mar 31/10</u>

Assets

Current

Cash and cash equivalents	-	-	1,449
Cash in trust with the Province	3,464	4,173	7,688
Receivables	206	205	3,512
Inventories	2,111	2,187	2,495
Prepays	<u>5,781</u>	<u>6,565</u>	<u>15,144</u>
Capital assets	48,233	62,555	114,408
Receivable from the Province of Manitoba	<u>270</u>	<u>270</u>	<u>-</u>
	<u>54,284</u>	<u>69,390</u>	<u>129,552</u>

Liabilities

Current

Working capital payable, net of cash	3,571	3,987	6,692
Payables and accruals	3,252	3,450	4,700
Unearned revenue	1,455	1,600	1,808
Current portion of long term debt	7,113	8,211	11,474
	<u>15,391</u>	<u>17,248</u>	<u>24,674</u>
Long term debt, less current portion included above	16,450	28,291	79,574
Severance pay liability	<u>462</u>	<u>507</u>	<u>2,437</u>
	<u>32,303</u>	<u>46,046</u>	<u>106,685</u>

Equity

Contributed equity	4,284	4,284	23,344
Retained earnings (deficit)	<u>17,697</u>	<u>19,060</u>	<u>(477)</u>
	<u>21,981</u>	<u>23,344</u>	<u>22,867</u>
	<u>54,284</u>	<u>69,390</u>	<u>129,552</u>

*Effective April 1, 2009, Mechanical Equipment Services and the former Fleet Vehicles Agency merged to form the new special operating agency "Vehicle and Equipment Management Agency".

**FLEET VEHICLES AGENCY (FVA) and
VEHICLE AND EQUIPMENT MANAGEMENT AGENCY (VEMA)**
AGENCIES OF THE SPECIAL OPERATING AGENCIES FINANCING AUTHORITY
Proforma Statements of Earnings and Retained Earnings
\$(000s)

	FVA <u>Mar 31/08</u>	FVA <u>Mar 31/09</u>	VEMA* <u>Mar 31/10</u>
Revenue			
Vehicle and equipment leases	34,368	40,863	49,037
Gain on disposal of vehicles and equipment, net	599	312	331
Interest income	61	10	5
Other revenue	<u>4,950</u>	<u>4,587</u>	<u>38,869</u>
	<u>39,978</u>	<u>45,772</u>	<u>88,242</u>
Expenses			
Salaries	2,978	3,212	10,195
Vehicle and equipment operating expenses	30,919	36,521	64,545
Administrative expenses	1,697	1,747	7,585
Community service	42	48	49
Interest expense	<u>1,174</u>	<u>1,381</u>	<u>4,345</u>
	<u>36,810</u>	<u>42,909</u>	<u>86,719</u>
Net earnings	<u>3,168</u>	<u>2,863</u>	<u>1,523</u>
Retained earnings, beginning of year	16,029	17,697	-
Net earnings	3,168	2,863	1,523
Revenue sharing to the Consolidated Fund	<u>(1,500)</u>	<u>(1,500)</u>	<u>(2,000)</u>
Retained earnings (deficit), end of year	<u>17,697</u>	<u>19,060</u>	<u>(477)</u>

NOTE: Salaries are projected at current staffing levels for both FVA and VEMA. Benefits are calculated at 15.5% of salaries, plus severance pay.

*Effective April 1, 2009, Mechanical Equipment Services and the former Fleet Vehicles Agency merged to form the new special operating agency "Vehicle and Equipment Management Agency".

**FLEET VEHICLES AGENCY (FVA) and
VEHICLE AND EQUIPMENT MANAGEMENT AGENCY (VEMA)
AGENCIES OF THE SPECIAL OPERATING AGENCIES FINANCING AUTHORITY**
Proforma Statement of Cash Flows
\$(000s)

	FVA Mar 31/08	FVA Mar 31/09	VEMA* Mar 31/10
Cash flows from operating activities			
Net earnings	3,168	2,863	1,523
Amortization	10,237	11,280	16,779
Gain on disposal of vehicles and equipment, net	(599)	(312)	(331)
Increase (decrease) in severance pay liability	23	45	(542)
	12,829	13,876	17,429
Change in:			
Cash in trust with the Province	-	-	1,505
Receivables	(738)	(709)	(3,515)
Inventories	(11)	1	(70)
Prepays	47	(76)	(266)
Payables and accruals	743	198	1,250
Unearned revenue	(243)	145	208
Net cash provided by operating activities	12,627	13,435	16,541
Cash flows from investing activities			
Proceeds from disposal of vehicles and equipment	2,303	2,558	2,342
Acquisition of vehicles and equipment for lease	(10,591)	(27,707)	(29,258)
Acquisition of equipment for operations	(158)	(131)	(1,052)
Acquisition of leasehold improvements	-	(10)	(22)
Net cash used in investing activities	(8,446)	(25,290)	(27,990)
Cash flows from financing activities			
Proceeds from Loan Act Authority draw downs	4,340	20,580	22,150
Long term debt repayments	(7,085)	(7,641)	(11,406)
Revenue sharing to the Consolidated Fund	(1,500)	(1,500)	(2,000)
Net cash provided by (used in) financing activities	(4,245)	11,439	8,744
Net decrease in cash	(64)	(416)	(2,705)
Working capital payable, net of cash			
Beginning of year	(3,507)	(3,571)	(3,987)
End of year	(3,571)	(3,987)	(6,692)

*Effective April 1, 2009, Mechanical Equipment Services and the former Fleet Vehicles Agency merged to form the new special operating agency "Vehicle and Equipment Management Agency".

PART 6
GLOSSARY

GLOSSARY

Cost Element

A cost element is a classification of expenditures according to the nature of expense such as salaries, supplies and services, etc., which identifies the object of expenditure out of appropriation funds. The government accounting system tracks expenditures according to the following cost element groups:

Cost Element Group	Components
Salaries	Regular Earnings, Other Earnings, (overtime, shift premium), Ministers and Members of the Legislative Assembly, Fringe Benefits, Other (Worker's Compensation Allowance, Supplement), Health and Education Tax Levy, Benefit Chargeback.
Grants and Transfer Payments	Discretionary Grant, Nondiscretionary Grant, Transfer Payment, Valuation Allowance, Capital Grant.
Transportation	Vehicles, Aircraft, Other (taxi, bus, freight, rail), Travel Agency Fees, Freight/Courier.
Communication	Telephone, Electronic Communication Services, Postal Services, Advertising/Program Promotion, Radio Systems, Other.
Supplies and Services	Operating Supplies, Materials, Office Supplies, Maintenance, Other Services, Rentals, Professional Services, Utilities, Other Fees.
Public Debt	Credit/Debit Card Fees, Gain/Loss on Foreign Exchange, Interest on Debt, Discount on Debt, Amortization – Debt, Interest Charges, Other Charges.
Minor Capital	Land, Buildings, Vehicles, Machinery & Equipment, Computers, Furniture, Leasehold Improvements, Loss on Sale of an Asset, Amortization Expense.
Other Operating	Accommodations, Food and Beverage, Computer Related Charges, Insurance Costs, Publications, Allowances and Other Financial Compensation, Other Personnel Costs (relocation/transfer costs). Other Operating (membership fees, hospitality, employee training, uniforms, conference/convention registration fees, incidental allowances), Imputed Surcharges.
Financial Assistance and Related Costs	Clothing for Citizens, Fees and Services, Assistance Payments (food, shelter, allowances, utilities), Transportation Health, Special Needs.

Employee Benefits

Costs incurred by government for its contributions to the Employment Insurance Program, Canada Pension Plan, the Group Life Insurance Plan, Ambulance, Hospital Semi-Private Plan, as well as costs related to pension liability for new employees, and payments made under the Dental Plan, Long-Term Disability Plan, and Levy for Health & Post Secondary Education.

Estimates of Expenditure (Adjusted)

A re-alignment of the previous year's estimates of expenditure for any organizational change to provide for more accurate and realistic comparisons from one budget year to the next.

Full Time Equivalent

A measurement for number of positions. Every full-time regular position represents one full-time equivalent position. Other categories (e.g., term, departmental, sessional, contract) are

measured in proportional equivalents, e.g., a program with a vote of 1.50 term FTE could hire staff in any combination that results in a total of 1 1/2 years (or 78 weeks) of employment (e.g., 6 staff for 3 months (13 weeks) each; 2 staff for 9 months (39 weeks) each; 1 full-time and 1 half-time staff for 1 year; 3 half-time staff for 1 year, etc.).

For further information related to staffing, please refer to the Civil Service Commission's intranet website (HR Personnel/Guides/SAP - HR Data Standards).

Staff Categories

Managerial

Positions which have been delegated the authority and have the responsibility to plan, administer, and control the resources and activities of a defined organizational unit in the Manitoba Government, and are directly and fully accountable for:

- the utilization of resources in achieving planned objectives including the development of a budget and the initiation and authorization of expenditures; and,
- the organization's results and impacts.

Professional/Technical

Employees who have duties that relate to specific areas of program operations requiring some functional specialization.

Included in this category are employees classified within the following components and/or series:

Education	Engineers (O.P.E.E.P.M.)
Health	Legal Aid Lawyers (L.A.L.A.)
Legal, Inspection and Regulatory	Crown Attorneys (M.A.C.A.)
Physical Sciences	Doctors (M.M.A.)
Social Sciences	L.A.M.C. Staff
Trades, Operations and Services	Professional Officer Series
Personnel Officer Series	
Administration (with the exception of the Administrative Officer Series)	

NOTE: Those employees designated as managers and also classified within one of the above components or the excluded component shall be categorized only once, as managerial.

Administrative Support

Employees who have duties related to the provision of support and assistance to program operations.

Included in this category are employees classified within the Clerical Component or the Administrative Officer Series.

Staff Turnover Allowance

An adjustment made to a salaries account to allow for attrition and staff turnover. It is a negative adjustment to enable the organization to more accurately display salary requirements.

